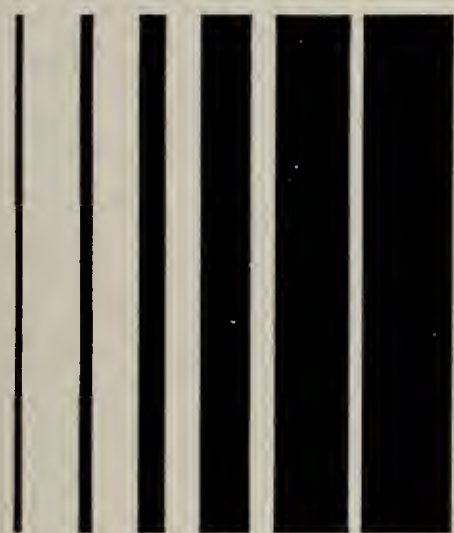


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EAEDC

Emergency Aid to the Elderly, Disabled and Children

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A Reference Guide

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EAEDC Reference Guide

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Introduction

The Emergency Aid to the Elderly, Disabled and Children (EAEDC) Program is a program that provides aid to eligible recipients who are:

- elderly (aged 65 or older);
- disabled;
- caring for the disabled;
- certain students under 21 years of age;
- Massachusetts Rehabilitation Commission Program participants; and
- certain families.

These individuals must also meet the other categorical requirements of:

- residency
- citizenship or legal alien status
- social security number,

and meet the financial requirements that are outlined in 106 CMR 321.000.

The grant amount is based on the individual's or family's living arrangement, as defined in 106 CMR 321.410.

Introduction

Your role and responsibilities during the

- preparation;
- interview; and
- follow-up

phases of the application process are explained on the following pages.

Worker Responsibilities

When an applicant arrives at your office to apply for assistance, he or she must be given the opportunity to apply that same day by completing the CMA-1A. The application may be completed on the same day or on the day of the interview.

To help you prepare for the interview with the applicant, do the following.

- Determine if the applicant has received *Your Right to Know*.

The applicant must receive *Your Right to Know* because it is a guide intended to help the applicant learn about his or her legal rights and responsibilities.

- Be prepared to answer any questions the applicant may have about *Your Right to Know*.
- *Your Right to Know* includes many answers to questions the applicant may have about his or her legal rights and responsibilities.
- Familiarize yourself with the applicant by reviewing whatever information is available. Ask yourself such questions as:
 - Is there a closed case record and would the reason for that closing impact current eligibility?
 - Was an OTC or an "immediate need" payment issued to the applicant?
 - Does the system have information on the applicant?

The more prepared you are for the interview, the more successful it will be.

- Try to:
 - Identify areas you will need to discuss with the applicant.
 - Formulate the questions you will be asking and anticipate the concerns the applicant might have.

Worker
Responsibilities

- Complete the ARTS-TD and forward to the Data Entry Unit for key entry. This will ensure proper tracking of the application and help support timely benefits.
- Gather any additional forms that might need to be completed at the interview.
- Remember, the applicant's signature on the CMA-1A establishes the date of application and begins the time frames for the timely provision of benefits. See 106 CMR 319.110(C) for a list of the activities to be completed within 24 hours of filing the application.

Worker
Responsibilities

Introduction

As you guide the applicant through the application process and complete the application, keep the following in mind:

Your primary responsibilities are the following:

- Review any immediate needs of the applicant and his or her family. Make sure he or she understands what benefits they may be eligible to receive. See 106 CMR 319.130.
- Make an accurate assessment of the applicant's eligibility and payment amount.
- Protect the applicant's confidentiality, particularly in reception and interviewing areas.
- Make sure the applicant has read and understands *Your Right to Know* and has signed the CMA-1A. Answer any questions the applicant may have regarding *Your Right to Know*.

**Worker
Responsibilities**

Determining Eligibility

It is important that the applicant understand that his or her responsibilities include the following:

- Cooperating in providing the required information and verifications within specified time frames;
- Keeping scheduled appointments or notifying you if he or she cannot keep the appointment; and
- Providing information regarding any contact with other agencies (e.g., Social Security Administration).

Make sure that the application is explained to the applicant, that it is completed properly, and that the applicant understands the contents of the application he or she is signing. Have the applicant sign the application.

With the information gathered on the completed application, determine categorical and financial eligibility.

It is also essential that the applicant understand the eligibility requirements, as you proceed through the application process. This will prevent confusion and problems in the future.

Refer to the *EAEDC Manual*, whenever necessary. Pay special attention to the verification requirements listed after each eligibility requirement.

The major eligibility requirements and their references are:

- Composition of assistance unit and filing unit (321.300-321.320).
- Categorical eligibility requirements (320.000-320.700).
- Asset eligibility requirements (321.100-321.140).

**Worker
Responsibilities**

- Income eligibility requirements (321.200–321.290)
 - Particularly, the income of certain household members who are not included in the assistance unit must be considered when determining eligibility for the assistance unit (321.210, 321.220 and 321.235).
- Eligibility and grant determinations (321.400–321.530).
- Under federal law, anyone who is applying for or receiving MA or food stamps must sign a statement that he or she is a US citizen or an alien in satisfactory immigration status. All applicants 18 or over who are included in an MA assistance unit or food stamp household must sign for themselves. Aliens must complete the SAVE-1 form.

Receiving the appropriate verifications from the applicant is an important part of the eligibility determination.

- Explain why the verification is needed and where or how to obtain it.
- Check to be sure the verification(s) has not been previously provided and is not available in another case record.
- Assist the applicant in exploring alternative verification options and in contacting third parties, as appropriate.
- See the Verification and Extension Guide on page 1-11 of this chapter if you have any questions about verification requirements.
- Familiarize the applicant with the way your office “works” to best serve him or her.

**Important
Reminders**

Remind the applicant of the following:

- EAEDC eligibility means automatic eligibility for EAEDC Medical Benefits; he or she may choose to apply for food stamps.
- The EAEDC application serves as an application for MA for an applicant of EAEDC who is under age 18 or aged 65 or older in the same way that it serves as an application for food stamps. A separate MA application is not necessary. However, it is still necessary to establish separate EAEDC and MA cases on the system.
- If the applicant also applies for food stamps, but the household is NPA, then a copy of the Household Members page of the application and the CMA-1A must be forwarded to the NPA unit. Ensure that an appointment with an NPA worker is scheduled. Verifications that have previously been submitted need not be resubmitted for the NPA application, unless the applicant's circumstances have changed.
- You must give the Language Selection Card (FSP-LC) to an applicant also applying for PA FS to help determine which language is spoken and understood by the applicant. The card has the phrase "I speak____," listed in English and in 13 other languages.
- The applicant must read and sign the "Penalty Warning and Notice of Right to Request an Interpreter" (FSP-1B) if the applicant is also applying for PA FS. Use the language determined on the FSP-LC above, available in 13 languages besides English. You must file the original in the case record and give a copy to the applicant.
- The applicant must report changes in circumstances within 10 days.
- Clarify what the applicant may expect from the Department and what the Department may expect from him or her.

Application Interview

1-7

Important Reminders

- If the EAEDC application is denied, he or she may still be eligible for MA and food stamps, unless the EAEDC denial reason is applicable to MA and food stamps. Eligibility determinations for MA and food stamps must continue. A separate application is not required for food stamps; the date on the CMA-1A is the date of the food stamp application. If the applicant chooses to apply for MA, the MA application date is the date the signed application is returned to the local office.

**Worker
Responsibilities**

Introduction

Once the interview with the applicant is completed, the follow-up process begins. During this period, you make the final determination as to whether the applicant's request for assistance is approved, denied, or withdrawn.

Approvals

- Ensure that all the requirements of the particular EAEDC eligibility component, as well as the categorical and financial eligibility requirements are met before the application is approved. If the applicant is applying as a disabled individual, pay special attention to pages 1-15 and 1-16.
- The start date is the application date if the applicant meets the categorical and financial tests of eligibility on the application date. Otherwise, the start date is the date the applicant meets the requirements of all eligibility tests.

After approving the application, complete the following activities.

- Process the food stamp case if it is pending.
- Ensure that an ADA case is processed in accordance with local office operations if the applicant is under age 18 or aged 65 or older.
- Complete a TD. Pay attention to the following blocks.
 - 35 Group Code (Living Arrangement)
 - 39 Cat Type
 - 40 Error Profile Code
 - 99 Work Experience Code
- Complete a PACES Worksheet (PSW).
 - Ensure that assets are entered correctly.
 - PACES will generate the approval letter to the applicant. (Keep a copy in the case record.)

Application Follow-Up

1-9

Worker Responsibilities

- Issue a Photo ID card.
- Update the ARTS-TD and forward to the Data Entry Unit for key entry.
- Staple and give the TPL documents to data entry. Data entry workers will forward the information, along with a batch form, to the Central Office TPL Unit every Friday.

Department of Public Welfare
Third Party Liability Unit
600 Washington Street, 5th floor
Boston, MA 02111

- Organize the case record properly. This will eliminate duplication of effort in obtaining required verifications and documentation, better facilitate communication with the applicant, and increase efficiency.

Denials

- See the Verification and Extension Guide on page 1-11 if the case is denied because of failure to provide verifications.
- If the applicant is applying as a disabled individual, pay special attention to page 1-14.
- PACES generates the notice to the applicant for income and asset ineligibility. You send an NFL-5 for categorical ineligibility.
- Update the ARTS-TD and forward to the Data Entry Unit for key entry.
- Determine food stamp eligibility if the applicant wants food stamps and if all applicable verifications have been received. (If the EAEDC application was denied for excess income or assets, PACES will determine eligibility for food stamps.)

**Worker
Responsibilities**

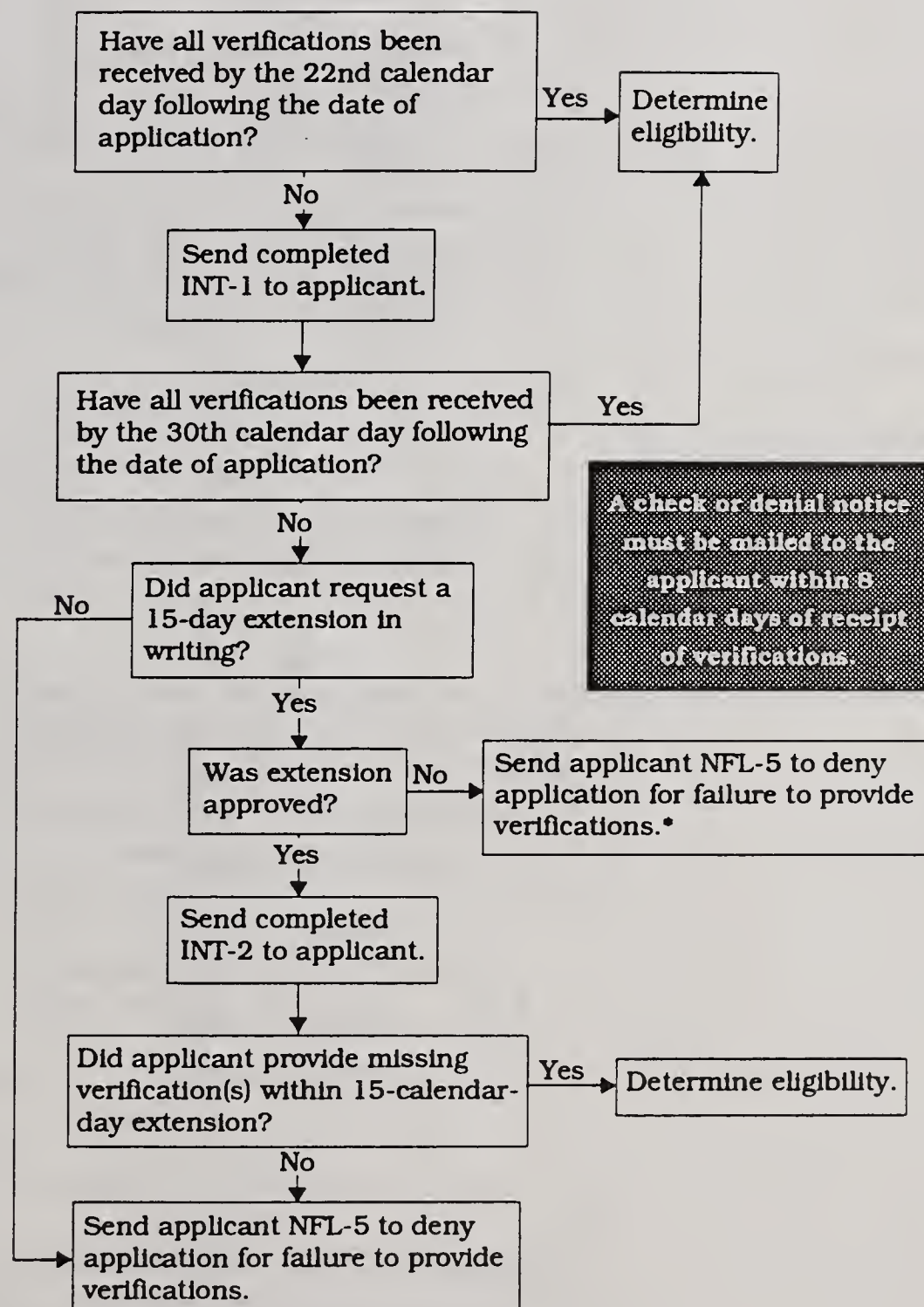
- Submit a TD using action reason 70 to close the case at the earliest date (10-day notice is not necessary) if it was opened on the Recipient Masterfile (RMF) to issue a temporary MassHealth card or for other immediate needs.
- Ensure that an MA case is processed in accordance with local office operations if the applicant is under age 18 or aged 65 or older.

Withdrawals

- If an applicant wishes to withdraw the application, ask him or her to provide a signed statement for each applicable type of assistance, i.e., EAEDC, FS, and MA.
- When you receive the statement, the application is denied; complete and send the NFL-5.
- Update the ARTS-TD and forward to the Data Entry Unit for key entry.
- Submit a TD using action reason 70 to close the case at the earliest date (10-day notice is not necessary) if it was opened on the Recipient Masterfile (RMF) to issue a temporary MassHealth card or for other immediate needs.

Application Verification and Extension Guide

1-11



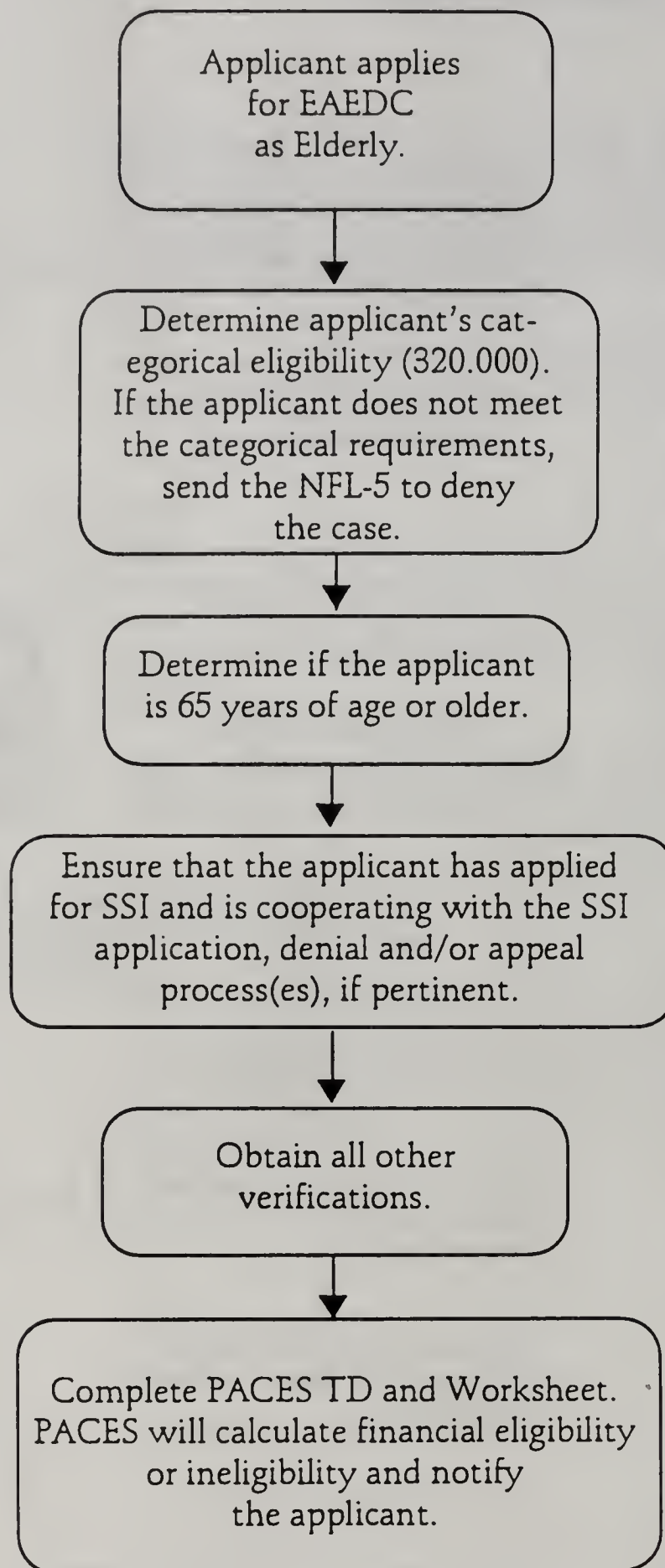
See 106 CMR 319.160:
Time Standards for Application

- Also, complete a TD if the applicant's case was entered onto PACES.

PROCESSING AN EAEDC APPLICATION

1-12

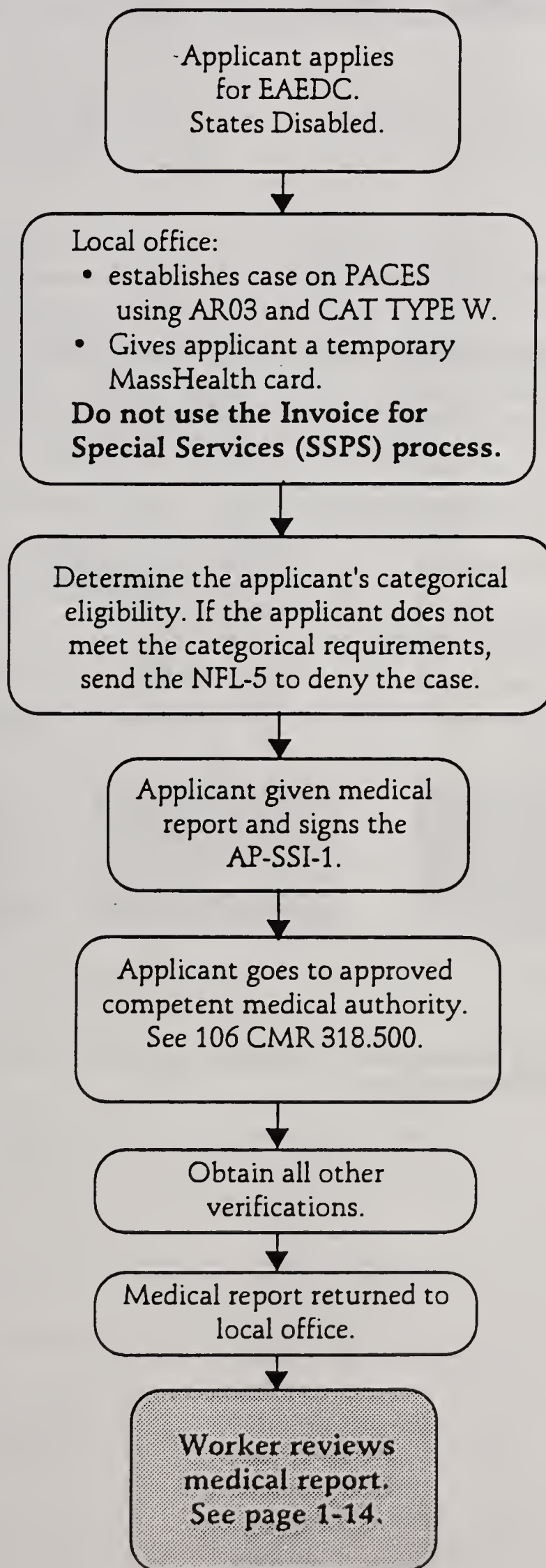
Elderly (320.100)



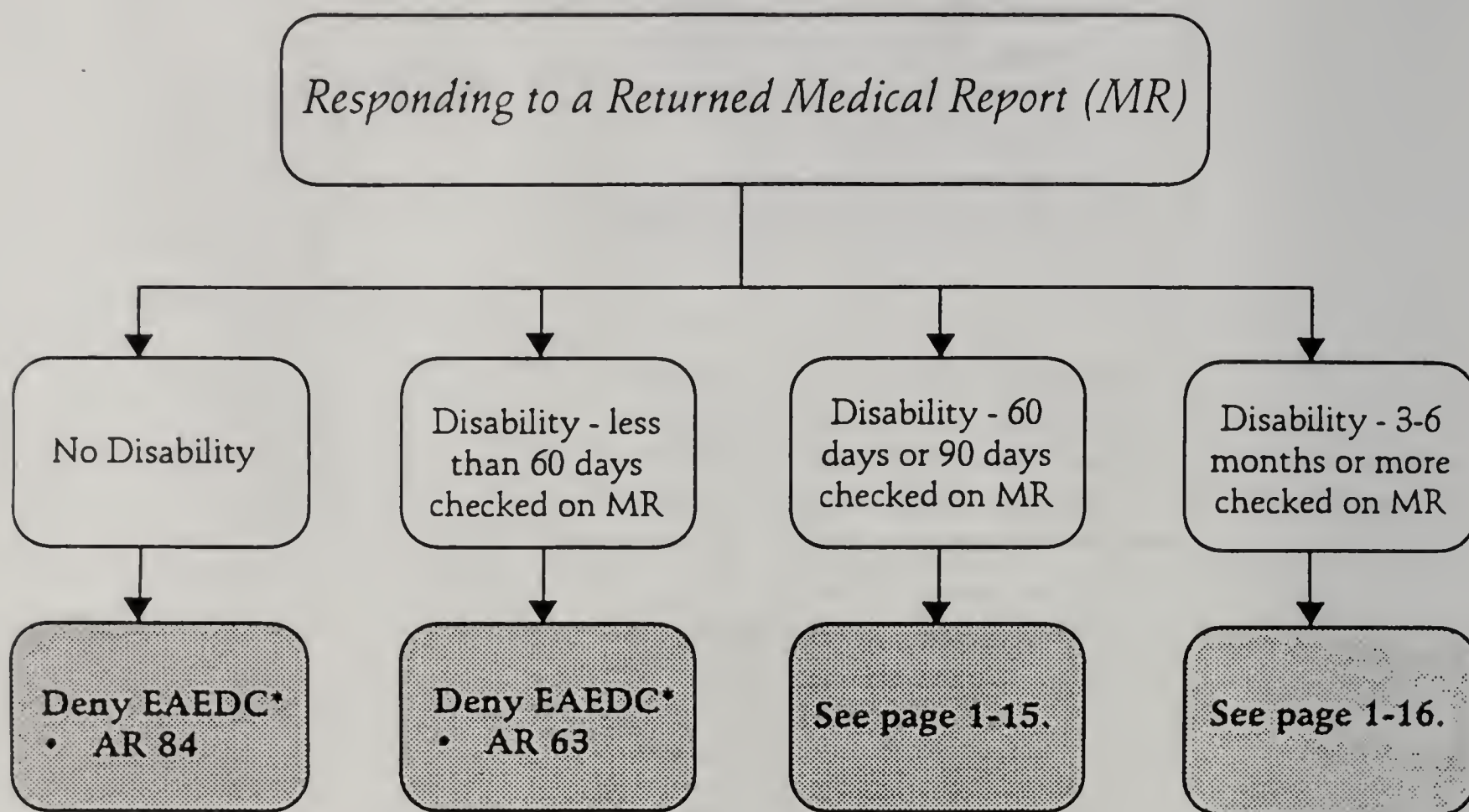
PROCESSING AN EAEDC APPLICATION

1-13

Disabled (320.200)

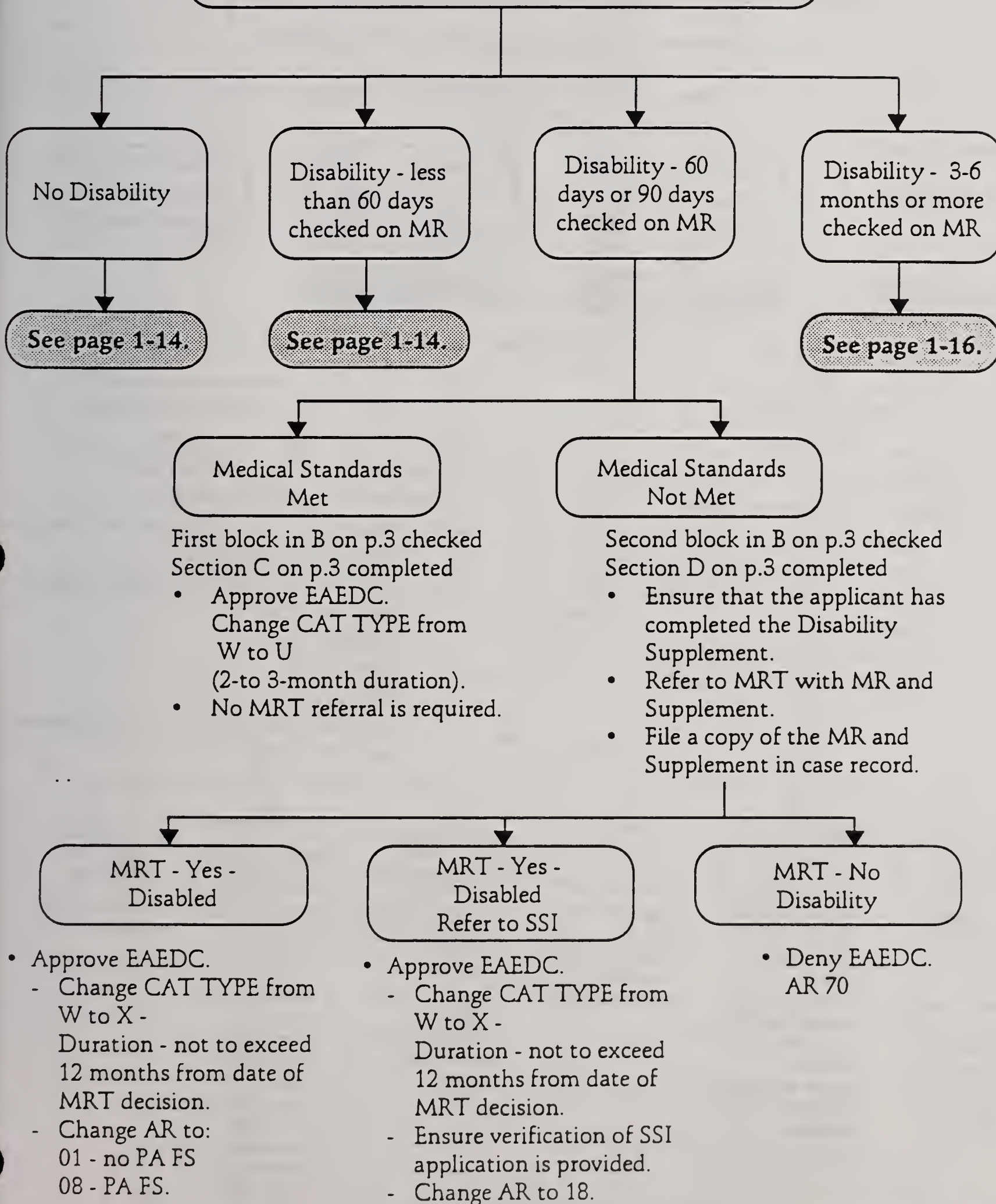


NOTE: Page 1 of the medical report is filled out by the local office and signed by the applicant, with the exception of the MRT Disposition Section.



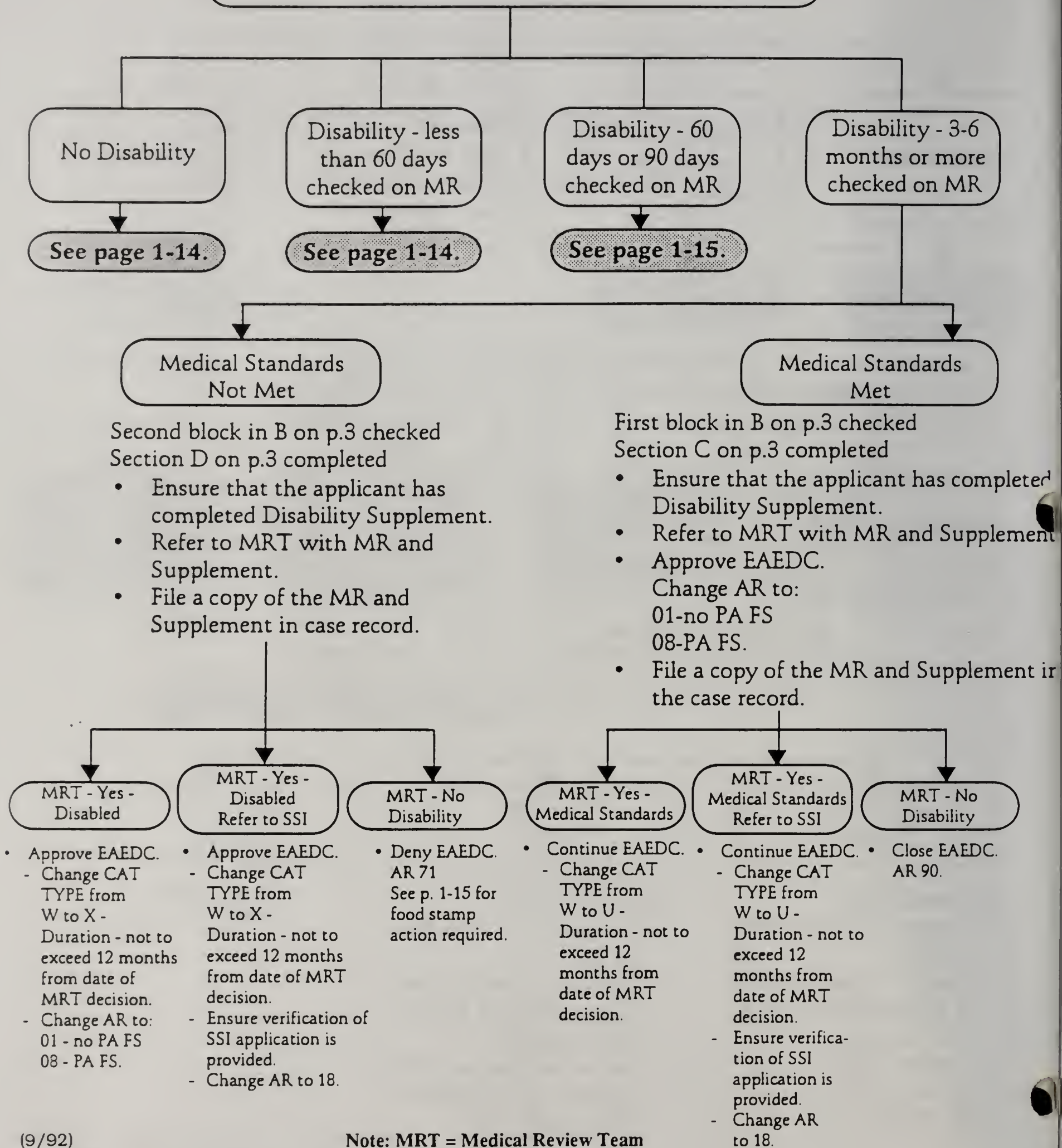
- * If the applicant also applied for food stamps, a separate action by a worker is required regarding food stamp eligibility.

Responding to a Returned Medical Report (MR)



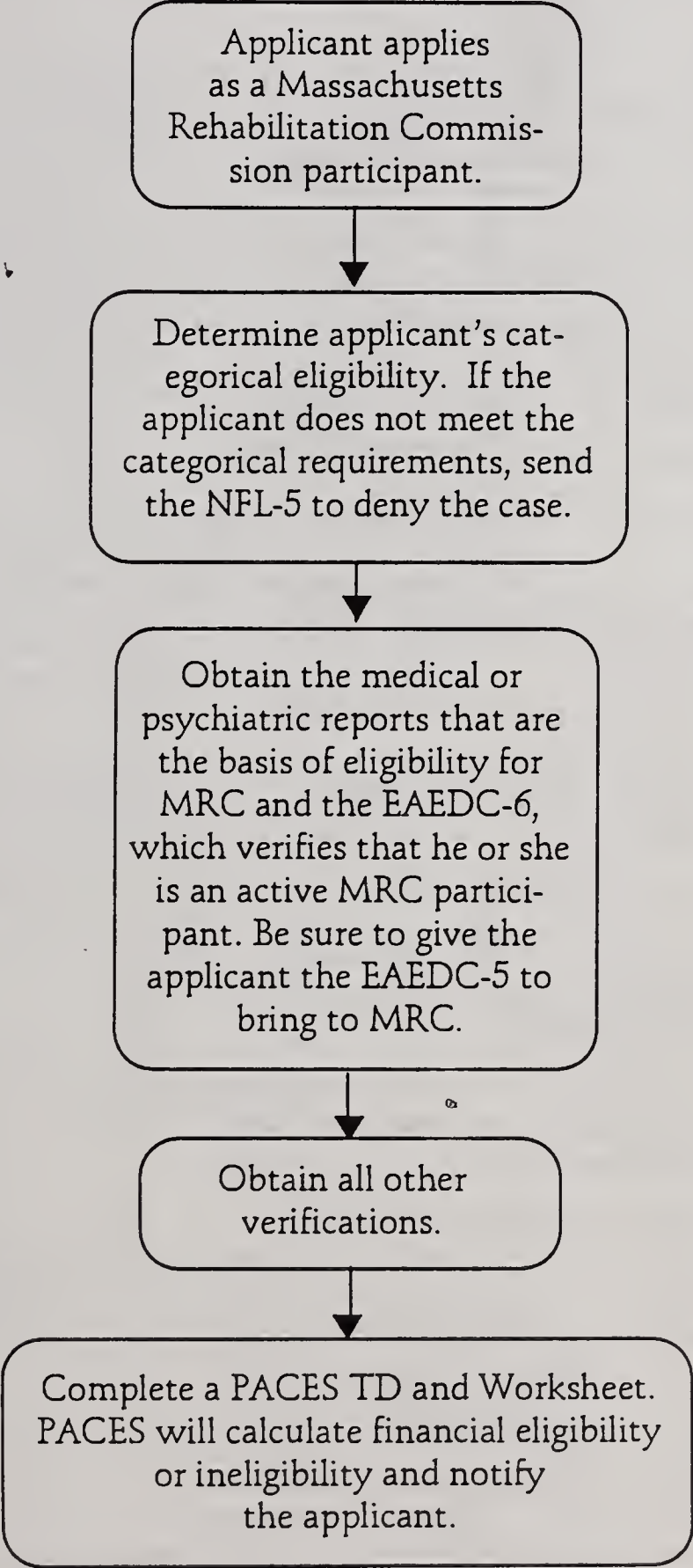
Note: MRT = Medical Review Team

Responding to a Returned Medical Report (MR)



PROCESSING AN EAEDC APPLICATION

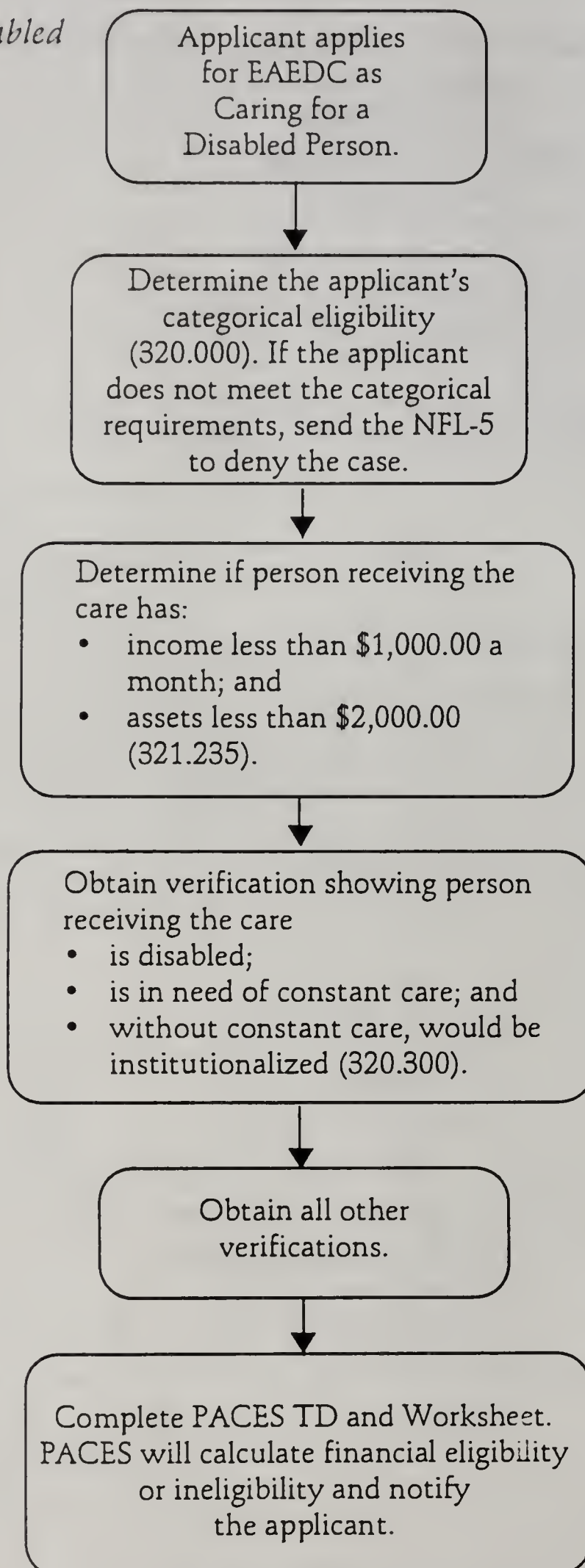
Massachusetts
Rehabilitation
Commission
Participant
(320.250)



PROCESSING AN EAEDC APPLICATION

1-18

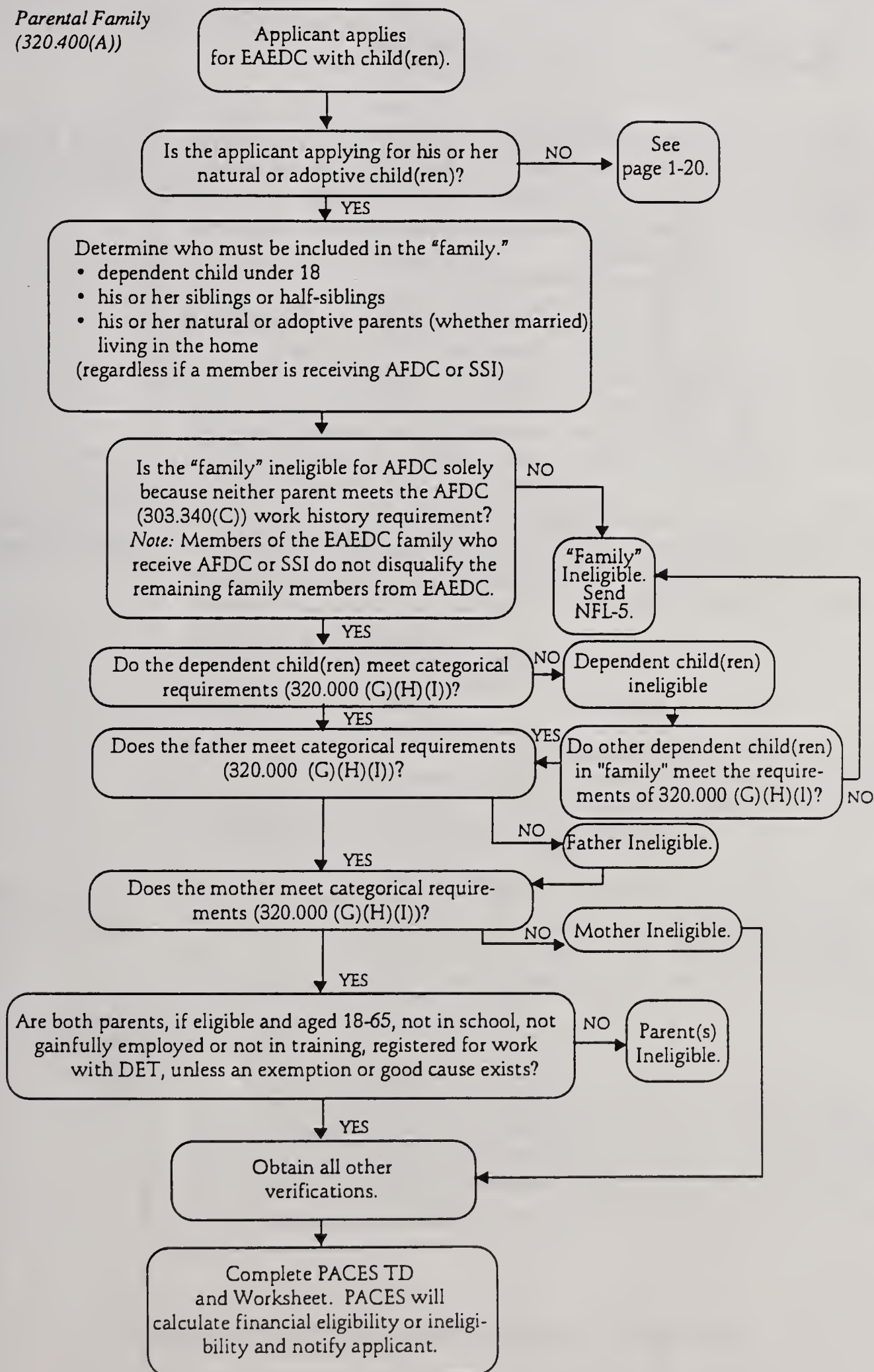
Caring for the Disabled
(320.300)



PROCESSING AN EAEDC APPLICATION

1-19

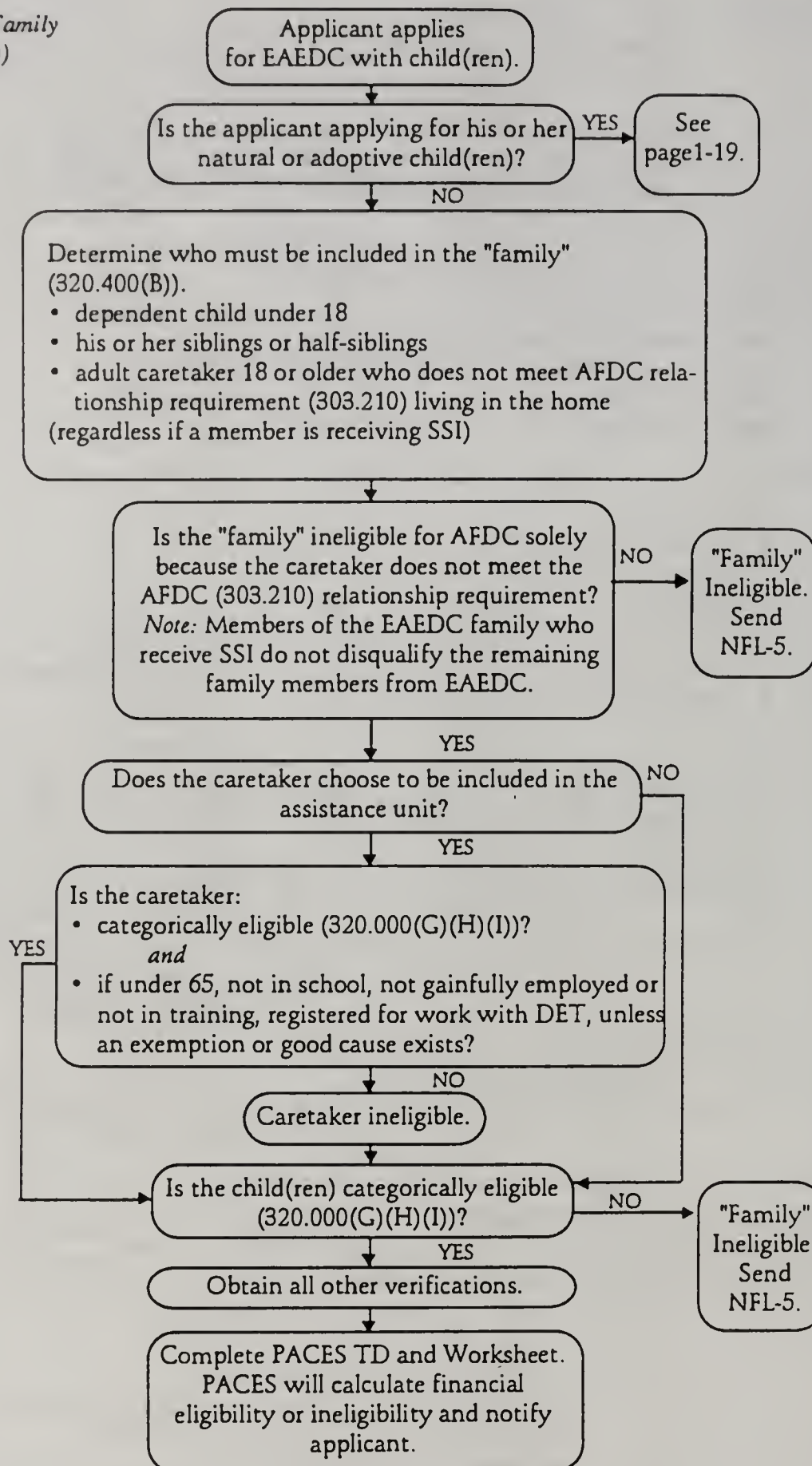
Parental Family
(320.400(A))



PROCESSING AN EAEDC APPLICATION

1-20

Caretaker Family
(320.400(B))



Note: 320.000 G-Age, Identity, Residency H-Citizen/Alienage I-SSN

Exceptions to 320.400 (A) and (B)

**Exception to
320.400 (A) (2)**

There is an exception to the requirement that an EAEDC parental family contain at least one dependent child. The two parents may be an assistance unit of two when all the dependent child(ren) in the EAEDC filing unit are eligible for and/or receiving SSI.

Example

Mr. and Mrs. S. have one child who receives SSI. Mr. and Mrs. S. are ineligible for AFDC because they do not meet the work history requirement. Mr. and Mrs. S., if otherwise eligible, would be eligible for EAEDC as a family of two.

**Exception to
320.400 (B) (2)**

There is an exception to the requirement that an EAEDC caretaker family contain at least one dependent child. The caretaker may be an assistance unit of one when all the dependent child(ren) in the EAEDC filing unit are eligible for and/or receiving SSI.

Example

Mr. T. is applying as a caretaker of one child who receives SSI. He is ineligible for AFDC because he does not meet the relationship requirement. If otherwise eligible, he can be approved for EAEDC as a family of one.

**Exception to
320.400 (A) (6)**

A single parent may be eligible for EAEDC if all of his or her child(ren) are eligible for and/or receiving AFDC and/or SSI, if he or she meets one of the other eligibility components of EAEDC, and is otherwise eligible. See 320.400(C).

Example

Mrs. R. receives AFDC for her two children. She is ineligible for AFDC because of failure to meet the AFDC citizen and alien requirements, but she does meet the EAEDC alien requirements. She applies for EAEDC as disabled and, if otherwise eligible, can be approved for EAEDC as a disabled individual.

**Combined AFDC and
EAEDC Family****Definition****Processing an Application in this Special Situation**

A combined **AFDC and EAEDC Family** is made up of the following three related groups living in the same home:

- an AFDC case with a mother as the grantee and her dependent child(ren) with a deprivation factor of continued absence or death;
- an AFDC case with a father as the grantee and his dependent child(ren) with a deprivation factor of continued absence or death; and
- an EAEDC case with a child(ren) whose parents are the mother and father, referred to above. (The choice of which parent is the ineligible grantee is up to the couple.)

Note: The child(ren) is ineligible for AFDC because there is no deprivation factor. This child(ren) is potentially eligible for EAEDC because neither parent meets the AFDC work history requirement.

These cases are sometimes informally referred to as "yours, mine, and ours" cases.

**Worker
Responsibilities**

The worker is responsible for the following on these cases:

- determining categorical eligibility (106 CMR 320.000);
- obtaining verifications;
- sending an NFL-5 if the EAEDC case does not meet the categorical requirements, or provide verifications;
- determining financial eligibility;
- determining and generating the grant amount; and
- notifying the recipient about the outcome, in certain situations.

**Financial
Eligibility
Determination**

To determine if the EAEDC case is financially eligible, the worker must complete #1-6 on the EAEDC-4.

- If the EAEDC application is denied for financial reasons, send the applicant an NFL-5 with a copy of the EAEDC-4 attached to it.
 - The denial reason is "The total of your two AFDC grant amounts is greater than what a family (filing unit) of your size would receive on AFDC." The manual citation is 106 CMR 320.400.

**Combined AFDC and
EAEDC Family**

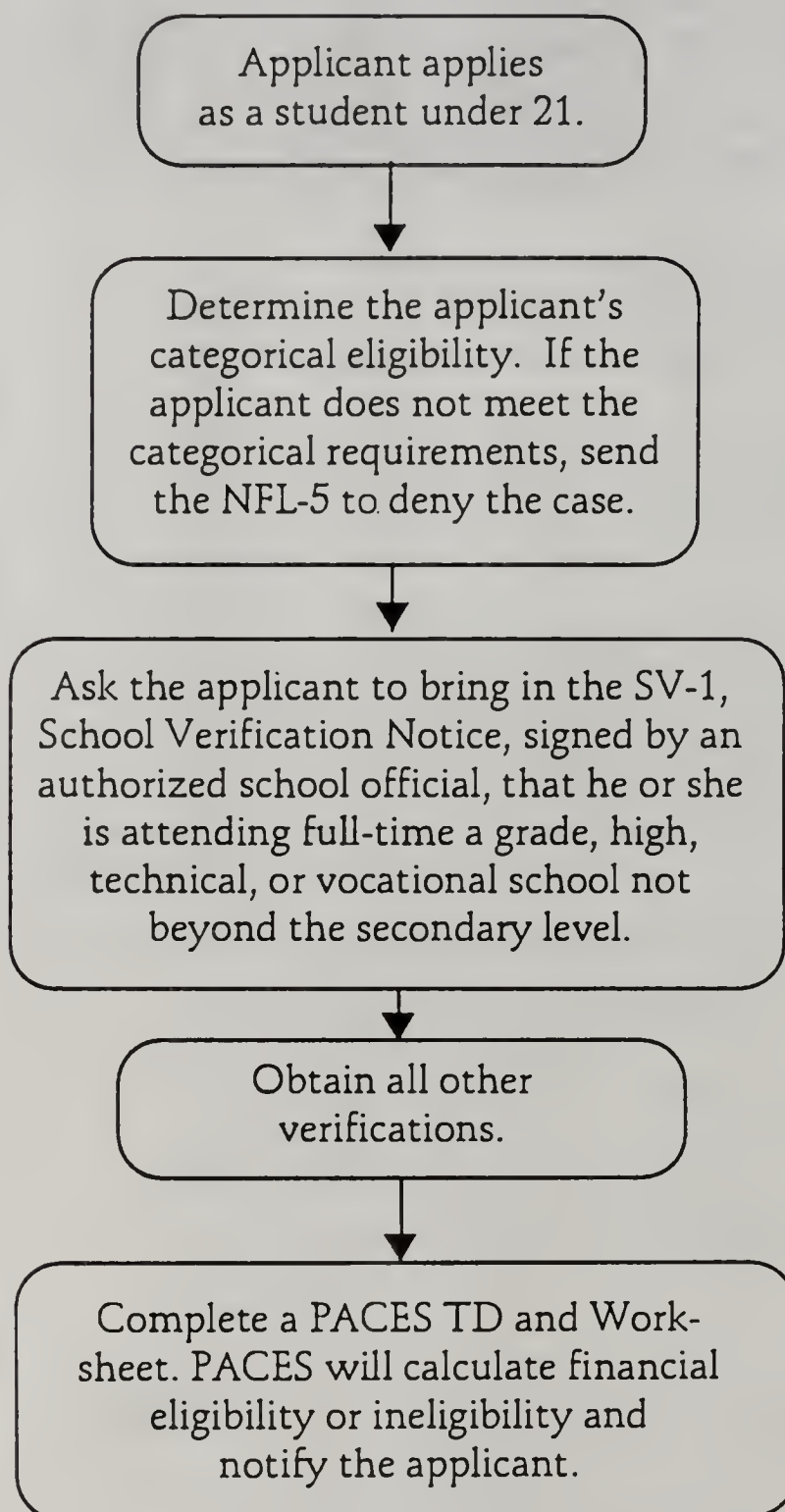
**Financial
Eligibility
Determination
(cont.)**

- If the EAEDC application is approved, also complete #7 and #8 on the EAEDC-4.
- Complete a PACES TD and Worksheet. The amount in #8 (Balance) must be entered as Special Income Type "E" in block #5 of the PACES Worksheet. PACES will notify the applicant.

PROCESSING AN EAEDC APPLICATION

1-24

Student Under 21
(320.450)



Redetermination Preparation

Overview

A *redetermination* is a comprehensive review of ongoing eligibility for benefits, conducted during a face-to-face interview with the recipient.

Worker Responsibilities

Before sending the redetermination appointment letter, review the case record and most recent interview material, whether at redetermination or at application.

- Familiarize yourself with the case and with the individual or family situation.
- Review recent Turnaround Documents and PACES Worksheets.

This case review will help you identify error-prone areas that may need special attention during a redetermination. For example:

- Does this household have earned or unearned income?
- Does a dummy SSN need to be replaced?
- Is the case entitled to a rent allowance?
- What verifications were obtained at the last appointment?
- Is the medical report still current at this review?

Determine if there is anything new since the last eligibility review that needs attention, such as a CIP with new information.

Send the redetermination appointment letter, which lists the verifications that the recipient needs to bring to the interview.

Note: When scheduling the redetermination appointment, try to accommodate any conflicting scheduling situations you are aware of, such as work or school, etc.

Redetermination Interview

2-2

Worker Responsibilities

To ensure an accurate and complete review of eligibility:

- Have all necessary forms and materials with you.
- Give the recipient *Your Right to Know*.
- Ensure that each required verification is in the case record.
- Review the redetermination appointment letter to check if you asked the recipient to bring in any verifications, and determine if the recipient has brought those verifications to the interview.
- Complete the redetermination form (EAEDC-9) with the recipient and be sure you cover all areas of eligibility.
- Follow up with additional questions when you are given inconsistent or incomplete information.
- Review recent changes in income and/or assets.
- Look for recent changes in the household; a change in family members may cause errors in the household composition.
- Specify any changes in household expenses in Section III of the EAEDC-9. This is important for food stamp recertification.
- Complete other forms, as needed, such as the "Penalty Warning and Notice of Right to Request an Interpreter."

The recipient must read and sign the "Penalty Warning and Notice of Right to Request an Interpreter (FSP-1B)" if the recipient is also receiving PA FS. The notice is printed in English and in 13 other languages. Use the language determined on the FSP-LC. Be sure the FSP-LC was completed by the recipient and that a copy is in the case record. You must file the original FSP-1B in the case record and give a copy to the recipient.

- Give the recipient the Change Report Form (FSP-5), if a new form is needed, when the recipient is receiving PA FS.
- Answer any questions the recipient may have.

Redetermination Interview

2-3

Worker Responsibilities

- Complete and give the recipient a copy of the Verification Check List (VC-1) if additional verifications are required.
- Ask if there are any changes in health insurance.

Review other areas that may assist the individual or family, such as:

- Is Direct Deposit used for assistance checks? If not, explain the program to see if the recipient is interested.

Is the household taking advantage of all utility discounts available to it? If appropriate, has the individual or family applied for fuel assistance through local CAP agencies or the Good Neighbor Energy Fund, administered by the Salvation Army?

At the end of the interview, remind the recipient:

- of any additional verifications that are required, and of the dates by which they must be received. Be sure to give the recipient a VC-1 as a reminder;
- that a notice will be sent if there are any changes in eligibility or benefit amounts;
- to contact you within 10 days with any changes in circumstances that might affect eligibility or benefits; and
- that if he or she is receiving EAEDC because of a disability, he or she will receive a letter, medical report, and disability supplement in the mail when it is time to update the medical report.

Redetermination Follow-up

Overview

A redetermination shall conclude in a finding of continued eligibility with a corresponding proper grant amount, or in a finding of ineligibility.

Worker Responsibilities

When the interview is complete and all verifications have been received:

- Determine if eligibility continues.
- Complete a Turnaround Document.
 - Ensure that the TD is coded with any updated information (SSN to replace a dummy number, correct rental allowance code, utility code for food stamps that correctly reflects the household situation, notice of review, etc.)
 - Further, ensure that the following TD blocks have been completed accurately.

35	Group Code
39	Cat Type
40	EP
59	Cat Elg
99	Work Experience
- Complete a PACES Worksheet with updated information on income and/or assets.
 - If the case is closing, correct information will ensure that the recipient will continue to receive food stamps if he or she is eligible.
- Notify TPL of any changes in private health insurance coverage.
- As appropriate, contact other local office staff regarding changes.

Policy References

106 CMR 319.200-319.240.

Overview

The purpose of the Food Stamp Program is to raise the nutritional level among low income households by providing them with stamps that may be used for food purchases.

This chapter pertains to Public Assistance (PA) food stamp households that receive food stamps as part of their category 4 EAEDC case. It highlights some of the information you need to know about the Food Stamp Program. Refer to the *Food Stamp Manual* for complete details.

Public Assistance (PA) food stamp households are those households in which all members receive a cash grant (categories 0, 2, 4). Any food stamp household in which all members are recipients of AFDC, SSI, and/or EAEDC benefits is considered *categorically* eligible for food stamps unless the circumstances in 106 CMR 365.180 apply.

If some members of a household, but not all, receive cash assistance, the household is called a "mixed household" and is treated as a nonpublic assistance (NPA) case. An EAEDC applicant or recipient who is part of a mixed household may apply for or be included as a member of a category 9 NPA food stamp household.

Household Composition

In establishing a food stamp case, the composition of the recipient's household must be considered first. For complete information on household composition, refer to the Food Stamp Household Composition Desk Guide (HHCDG Rev 6/89) in Appendix C for more details.

A food stamp household is defined as:

- an individual who lives alone; or
- individuals who live together and both purchase food and prepare meals together.

In certain situations, special rules apply that can override the purchase and prepare together rule. Some of these situations are listed below.

- A resident of a qualifying drug or alcohol treatment center shall be one separate food stamp household apart from the other residents.

**Household
Composition
(cont.)**

- A blind or disabled resident of a group living arrangement who applies through the use of the facility's authorized representative shall be one separate food stamp household apart from the other residents.
- A woman, with or without children, residing in a shelter for battered women and their children shall be one separate food stamp household apart from other residents.
- An individual who is both disabled and 60 years of age or older may be a separate food stamp household when living with others who purchase food and prepare meals for the elderly and disabled individual, if certain conditions apply.

Policy Reference

Refer to 106 CMR 361.200 for more details.

**Nonhousehold
Members**

In some cases, individuals residing with an EAEDC assistance unit cannot be considered PA food stamp household members. These individuals are not considered in determining the food stamp eligibility or benefit level. Nonhousehold members include any of the following:

- roomers;
- live-in attendants; or
- ineligible students.

Individuals disqualified from the Food Stamp Program are also considered nonhousehold members but their income and assets are considered in determining eligibility and benefit level. Refer to 106 CMR 365.520

**Certification
Periods**

Recertification of food stamp eligibility and benefit level is performed during periods of time specified by the Food Stamp Program.

- Most PA households are assigned 12-month certification periods.
- PA certification periods expire the month following the household's next scheduled redetermination, or at the end of the 12-month certification period, whichever occurs first.

**Certification
Periods
(cont.)****Exception**

Households granted separate household status under the Parent of Minor Child rule must be assigned a certification period not to exceed six months. See 106 CMR 361.200 (A)(6) for more details.

- PA households must be recertified for food stamps at the same time they are redetermined for EAEDC.

**Reporting
Changes**

There are two ways for a recipient to report changes during the food stamp certification period. The recipient may:

- complete a Food Stamp Change Report Form (FSP-5) and mail it back to you in a postage paid envelope; or
- report to you a change in circumstances.

Policy Reference

For more details on reporting changes in the food stamp household, refer to 106 CMR 366.110.

**Utility
Expenses**

In calculating the recipient's food stamp benefit level, the utility expenses incurred by the household need to be considered. A household that incurs utility expenses apart from rent or mortgage is eligible for a utility deduction when calculating net income for food stamp purposes. Utilities include any of the following:

- heating;
- cooling;
- cooking;
- electricity;
- water;
- sewerage;
- garbage and trash collection; or
- telephone expenses.

SUA

If the household incurs at least one of the utility costs listed above, select the appropriate standard utility allowance (SUA).

- The heating SUA is used for households that incur heating expenses apart from their rent or mortgage.
- The nonheating SUA is for households that do not incur heating expenses but do incur costs for at least one of the following items: cooking, electricity, water, sewerage, cooling, garbage or trash collection.
- The telephone SUA is for households that incur telephone expenses but no other utility costs.

If a worker believes any information concerning a recipient's utility costs is questionable, he or she should ask for verification.

Exception

If a household does not incur the expense of any utilities, the household is ineligible for a utility allowance, except for households that receive Fuel Assistance under the Low Income Home Energy Assistance Act (LIHEAA) of 1981. Households that receive LIHEAA benefits are deemed to have incurred out-of-pocket energy expenses and are eligible for the heating SUA.

**Prorating
SUA**

Prorate the appropriate SUA for households living together and sharing utility expenses, regardless of whether each household is receiving food stamps.

Policy Reference

For more information on utility costs, refer to 106 CMR 364.400.

**Actual
Utility
Expenses**

Use the actual utility expenses if:

- actual expenses exceed the appropriate SUA;
- they will result in increased benefit levels; and
- the actual expenses are verified.

**Actual
Utility
Expenses
(cont.)**

Actual utility expenses are verified at initial certification, recertification or when there is a change in the recipient's circumstances.

Regardless of whether the actual telephone expenses exceed the telephone SUA, the telephone SUA must be used.

**Changing
Utility
Expenses**

A household may switch between an SUA and actual utility expenses:

- at any recertification;
- at one additional time during each 12-month period; and
- when the household moves.

Error Alert

When completing EAEDC redeterminations, ensure that the actual circumstances reported by the recipient match the information on the PACES TD and Worksheet. Specifically:

- the shelter, utility and child-care blocks must correspond to the recipient's current circumstances; and
- if heat is currently included in the recipient's rent, do not use the heating SUA unless the household receives payments under LIHEAA. See Exception on page 5-4.

Policy Reference

For more details on utility expenses, refer to 106 CMR 364.400.

**Food Stamp
Registration
and FS ET**

The Food Stamp Program requires every household member, unless exempt, to register for work and to comply with all work registration requirements. See 106 CMR 362.300-362.380. Information on an EAEDC recipient's food stamp work registration is located in blocks 33 and 89 of the TD. For the specific work registration codes, refer to Appendix C in the Systems User's Guide, Volume I, PACES.

Exception: There are four codes listed under blocks 33 and 89 for category 4 that do not refer to work registration. They are Action Reasons 01 (not receiving PAFS), 03 (administrative corrections to MMIS, immediate needs) 17 (grantee ineligible), and 18 (applying for SSI).

PA to NPA

When closing the EAEDC case, remember to make a separate inquiry into the household's food stamp status. Refer to the Dever Coding Chart in Appendix C for more details.

Public Assistance Food Stamps

Authorization to Participate

5-6

Overview

Each food stamp household is issued an Authorization to Participate (ATP) for each month of food stamp eligibility. The ATP can be exchanged for the household's monthly allotment of food stamps. The ATP is valid for the entire month of issuance. However, if an ATP is not transacted by the end of the calendar month, a replacement must be issued as long as the request for a replacement is made within the cyclical month. For more details on ATPs, refer to the following Food Stamp Procedural Memos (FSPMs):

FSPM V.....Over the Counter ATPs;
FSPM X.....ATP Diversions; and
FSPM XXII....Replacement and Supplementary ATPs.

Undelivered ATPS

Undelivered ATPs are returned to the Food Stamp Undeliverable Unit at Central Office where they are recorded and then destroyed. They are key-entered onto PACES where you may access the undelivered ATP information by using the Returned ATP Inquiry Screen (ATPI). This screen is updated automatically. (See the *Systems User's Guide*, Volume I: PACES, Chapter II and Field Operations Memo 92-8 for more information.)

Policy Reference

Refer to 106 CMR 364.900(E) and FSPMs X and XXII for the replacement process for ATPs not delivered due to being lost or stolen in the mail and not returned to and destroyed by Central Office.

Replacement Process

When a recipient contacts the office to report that an ATP was not received and requests a replacement:

- Check to see if the recipient reported a change of address and that the change was entered onto PACES. Be sure that the recipient's address, shelter and utility costs are correctly entered on PACES. See the PACES Case Data Screen (RECD).

Most ATPs are undeliverable because of an incorrect or incomplete address (especially a missing apartment number).

- Check the ATPI screen to see if the ATP was returned to Central Office and destroyed.

Public Assistance Food Stamps
Authorization to Participate

5-7

**Replacement
Process
(cont.)**

- If the ATP does not appear on the ATPI screen, follow the normal replacement process including waiting three days following the ATP issuance date for mail delay and completing the FSP-9A.

If the ATP does not appear on the screen on the same day it is to be received by the recipient, it is possible that the ATP was delayed in the mail. Wait a few days and check the screen again. If it appears on the screen, issue a replacement immediately. If not, wait until the third day and follow the normal process.

- If the ATP appears on the ATPI screen, complete a PACES TD and an FSP-14A to issue an automated replacement ATP.

An ATP that is returned to Central Office in the morning will appear on the (ATPI) screen by the afternoon of the same day.

- Annotate the recipient's case record to indicate why and when the replacement was issued. File copies of the PACES TD and FSP-14A in the case record.

**Report
Completion**

Offices are still responsible for annotating and completing the FSMUDR, "Food Stamp Management Undeliverable Disposition Report," and returning it to the Food Stamp Undeliverable Unit at Central Office by the fifth working day of each month.

Offices must also ensure that the necessary corrections are made to case records to prevent future undeliverability.

Support Services

Changing an Address

6-1

Transfer Out/ Overview

When a recipient reports a change of address, prompt and thorough action will:

- prevent an interruption in benefits and ensure accurate benefits; and
- save workers additional work (phone calls, error reports, returned mail, etc.).

Review the case record, particularly the current living arrangement, eligibility for rent allowance and housing situation. Pay special attention to shelter costs if the recipient is receiving food stamps.

Process

When changing an address, remember to obtain current information and:

- verify the new address;
- assess the new housing situation, living arrangement, and shelter payments;
- determine the vendor payment status:
 - send a VP/NFL-2 to the vendor if payments are going to stop.
 - submit necessary changes on the PACES worksheet and protective payment TD.
- remind the recipient to put his or her name on the mailbox and notify utility service companies; and
- determine eligibility for rent allowance (block 35 on the TD).

Follow up by:

- entering new data on the TD (address, group code/rent allowance eligibility, shelter expenses and SUA eligibility if appropriate and office code if applicable);
- reentering existing data on the TD even if unchanged (group code, shelter and utilities);
- making any necessary PACES worksheet changes;
- completing the VP/NFL-2, when appropriate;

Support Services Changing an Address

6-2

Process (cont.)

- ensuring that the case record is up to date before it is transferred; and
- updating the MA worker and/or NPA food stamp worker if the recipient is receiving MA and/or NPA food stamps to ensure transfer of these cases, if applicable.

Policy References

For more details on this topic, refer to 106 CMR:

322.800 rent allowance;

319.300 verification; and

320.520-320.530....residence.

Transfer In/ Overview

When a case is transferred into the local office, it will first be reviewed by an assistant director or his or her designee for:

- completeness and accuracy of case record;
- acceptance, rejection, assignment of case; and
- urgent issues that require immediate attention.

If the case record has not been received, the assistant director will contact the prior office to determine the reason for the delay.

Process

Once the worker receives the case record, it should be reviewed for completeness and accuracy, including any missing verifications. Any necessary case changes should be made to the PACES TD and/or worksheet. Items that are error prone and require particular attention include:

- changes in household composition or expenses for shelter or utilities that affect food stamps;
- changes in living arrangement or eligibility for rent allowance; and
- vendor payment status. Recipients are notified of any vendor payment changes via the VP/NFL-1 or VP/NFL-2.

Also, PACES and MMIS must be reviewed for additional information and accuracy.

Crib, Mattress, Layette

Crib, Mattress, Layette	For EAEDC families, a crib, mattress, and/or layette may be authorized within the first six months after a baby is born.
Overview	A recipient must request a crib and/or mattress and/or layette within the first six months after the baby is born to obtain payment for these benefits. Check the recipient's file to see if the Department provided a crib and/or mattress and/or layette in the past and that he or she no longer has these, or if these might be available from another source. If a crib and/or mattress and/or layette are not available from another source, authorize a payment. If there is more than one eligible infant in the household at the time of the request, authorize payment for more than one crib and/or mattress and/or layette.
Verification	If you do not have documentation of birth in the case record, obtain proof of the infant's date of birth from the recipient.
Authorizing Payment	When authorizing payment(s) for a crib and/or mattress and/or layette, complete a TD, and enter a "K" payment and the amount(s) in the appropriate sections. When using a "K" payment, the crib and/or mattress amount may not exceed \$200, and the layette amount may not exceed \$100 for a combined maximum total of \$300. The amount may be combined in a single "K" to cover both payments.
Policy Reference	See 106 CMR 322.500 in the EAEDC Policy Manual for more information about infant benefits.

**Medical
Services**

The EAEDC program provides limited medical services to recipients of EAEDC.

- For a description of these services, refer to 106 CMR 450.111 in the Medical Assistance Program's Administrative and Billing Regulations.
- Certain recipients of EAEDC may also be eligible for Medical Assistance (MA) in accordance with the requirements of the Medical Assistance Program specified in 106 CMR 501.000 through 106 CMR 507.600.
- For applicants or recipients of EAEDC who are under 18 or at least 65 years of age, an application for MA is a condition of initial and continuing eligibility. The EAEDC application contains the necessary questions to determine MA eligibility and functions as *both* an EAEDC and MA application for these populations. No additional verifications are needed for MA eligibility determination.

**Temporary
MassHealth
Card
Overview**

MassHealth cards are issued to all recipients of Medicaid, EAEDC medical services and CommonHealth. A temporary MassHealth card may be issued when:

- an applicant who appears to be eligible for EAEDC requires a MassHealth card prior to approval for EAEDC to establish his or her disability for EAEDC eligibility; or
- an applicant who appears to be eligible for EAEDC has an immediate medical need; or
- a recipient's MassHealth card is lost, stolen, damaged or not issued in a timely fashion.

Process

A temporary MassHealth card must be issued no later than the next working day following the date of request.

To issue a temporary MassHealth card for applicants, complete and submit a TD making all necessary entries and remember the following items.

- The eligibility date on the temporary MassHealth card must not be earlier than the date in block 32.

**Temporary
MassHealth
Card
Overview
(cont.)**

- The eligibility period for the temporary MassHealth card is determined according to time standards for applications (refer to 106 CMR 319.160), but cannot exceed 45 days from the date of issuance.

Note: For recipients, the issuance period is ten days.

- Use the MMIS inquiry screen and complete the TD exactly as the case appears on MMIS.
- Enter action reason 03 in blocks 33 and 89 of the TD.
- Complete the MA portion of Section VI on the TD (blocks 94, 95, and 96), as well as the other TD fields which require entries when establishing an "03" case.
- A supervisor must sign off on the TD to ensure completeness and accuracy.

For both applicants and recipients:

- Indicate the following information in the "Remarks" section of the TD and instruct the individual typing the temporary MassHealth card to include:
 - any medical service restriction messages if known; and
 - insurance carrier codes, if known.
- After the temporary MassHealth card is prepared, the original is given to the applicant or recipient and a copy is filed in the case record.

Policy Reference

For more details on EAEDC Medical Services refer to 106 CMR 322.100 - 322.200.

Support Services Replacing Undelivered Checks

6-6

Policy Reference

Review the circumstances with the recipient to determine whether this check replacement request is the first time or a regular occurrence and determine if the check is undelivered, lost or stolen. Ask the recipient if he or she has recently moved, has a safe and secure mailbox, and has clearly and properly marked the name on it.

Consult the *Systems User's Guide* Volume 1: PACES for information and instructions regarding form completion, data entry and systems inquiry.

- Ask the recipient if food and/or shelter vouchers are needed and provide necessary invoices, completing an NFL-18 if required.
- Inform the recipient that the amount(s) of the voucher(s) will be deducted from the replacement check and that if a replacement check is denied, the amount(s) of the voucher(s) will be considered an overpayment. (See 106 CMR: 323.530 in the *EAEDC Policy Manual*.)
- Confirm that the check was issued (Checks Issued Screen (CHEK) or Daily Check Register) and mailed to the correct address.
- Review the Checks Issued Screen (CHEK) to find out if the check has been returned to Central Office (up to four days after the date of issuance).

If the check was returned to Central Office,

The worker will:

- explore possible reasons for check nondelivery:
 - Has there been a name change?
 - Has there been an address change?

If the recipient answers yes to either or both of these questions, be sure the changes are made on PACES to prevent the problem from recurring.

- Is the mailbox intact and secure?
- Is the name on the mailbox clearly marked?

If the recipient answers no to either or both of these questions, inform him or her that this should be corrected immediately to prevent the problem from recurring.

- Does the recipient know about direct deposit?
- Does he or she choose to go on direct deposit?

If the recipient chooses direct deposit, initiate the process as soon as the recipient submits the direct deposit application (CA/DD (4/91)), completed by the recipient and the bank representative. Consult CM-91-13 dated 4/15/91 and the *Systems User's Guide* Volume 1: PACES for details.

- Complete Sections I and II of the Replacement Check Data Entry Form (RCDE-1) and submit it to data entry.

Inform the recipient that the replacement check will be mailed the following day, and

Note: If the request for a replacement check of an undelivered check is received after the 15th day of the month after the month of issuance, the recipient must complete an FCB-1.

- If the recipient is also receiving PA Food Stamps and the ATP needs to be replaced, consult Field Operations Memo 92-8.

Replacing Lost and Stolen Checks (Uncashed)

If the check is not shown as undelivered four days after the check issuance date, begin to process the replacement check as a Lost or Stolen check using the following process. This process may be started as soon as the recipient reports the check was received and then lost, stolen, destroyed or mutilated.

The worker will:

- discuss ways of preventing future loss or theft such as:
 - the recipient's ensuring that the mailbox is intact, secure and clearly identified and/or
 - explaining direct deposit, and if chosen by the recipient, initiating the process as soon as the CA/DD completed by the recipient and the bank representative is submitted.

Refer to *Systems User's Guide* Volume 1: PACES and CM-91-13 for more information about direct deposit.

- help the recipient complete a Statement of Loss (FCB-1) The recipient must complete the reason for requesting a replacement check and sign the form in the three indicated places,
- complete the "For Worker Use Only" spaces at the lower right-hand corner of the form (Social Security Number and Category) These entries are for case identification by Finance should the FCB-1 need to be forwarded.

NOTE: Send the FCB-1 directly to Finance if the check is more than 90 days old or was issued through SSPS.

- remind the recipient that cashing the original check may entail a fraud referral and a graphoanalyst's is examining the FCB-1 and check signatures.

Support Services
Replacing Lost and Stolen Checks (Uncashed)

6-9

**Policy
Reference**

- ask the recipient if food and/or shelter vouchers are needed and if so provide them.
- complete an NFL-18 if required.
- inform the recipient that the amount(s) of the voucher(s) will be deducted from the replacement check but if replacement is denied, the amount(s) of the voucher(s) will be considered an overpayment (See 106 CMR: 323.530 in the *EAEDC Policy Manual*).
- complete Sections I and III of the RCDE-1 and submit it to data entry, and
- give the recipient a copy of the FCB-1, holding the original until Finance requests it via E-Mail.

Finance will:

- notify the worker via E-Mail if the FCB-1 must be submitted to Finance.
- put a stop payment on the check, and
- authorize the replacement check.

The worker will then:

- review Checks Issued Screen (CHEK) and/or Daily Check Register within three to five days for information on issuance of the replacement check, and
- notify the recipient, using the NFL-9.

Support Services

Replacing Lost and Stolen Checks (Cashed)

6-10

If the check has been cashed:

The worker will:

- discuss ways of preventing future lost or stolen checks, such as:
 - the recipient's ensuring the security and clear identification of the mailbox, and/or
 - explaining direct deposit, and if chosen by the recipient, initiating the process with the CA/DD completed by the recipient and the bank representative,

Refer to *Systems User's Guide* Volume 1: PACES and CM-91-13 for more information about direct deposit.

- Ask the recipient if food and/or shelter vouchers are needed and if so provide them,
- Complete an NFL-18 if required,
- Inform the recipient that the amount(s) of the voucher(s) will be deducted from the replacement check, but if a replacement check is denied, the amount(s) of the voucher(s) will be considered an overpayment (See 106 CMR: 323.530 in the *EAEDC Policy Manual*).

Finance will request the FCB-1 through the E-Mail system.

The signatures on the check and the FCB-1 will be compared.

A. If the signatures do not match:

Finance will send:

- the recipient an FCB-2 informing the recipient to contact the local office within five days to complete the FCB-3, and

**Policy
Reference**

Support Services

Replacing Lost and Stolen Checks (Cashed)

6-11

- the worker a copy of the FCB-2, along with a copy of the signed check.

If the recipient comes to the local office and signs the FCB-3, the worker will:

- complete Section IV of the RCDE-1,
- send the original FCB-3 to Finance, and
- file a copy of the FCB-3 in the case record.

Upon receipt of the FCB-3, Finance will release the replacement check.

The worker will:

- review the DCR, Checks Issued Screen (CHEK) and the Daily Check Register for information about the issuance of the replacement check, and
- notify the recipient of the approval of the check replacement, using the NFL-9.

If the recipient does not come to the local office to sign the FCB-3 within ten days, a "D" code for "Denial" is automatically entered by the system, and a Denial of Replacement Notice is sent to the recipient by Finance.

If the recipient does not respond to the denial notice, the request will be purged ten days from the date of the denial notice and a new replacement request must be made.

B. Signatures appear to be the same:

Finance will:

- deny the request for a replacement check, and
- notify the recipient of the denial, using an NFL-9CR. A copy of the denial will be sent to the local office.

Support Services
Replacing Lost and Stolen Checks (Cashed)

6-12

If the recipient appeals this denial, the FCB-1 and the check signatures will be compared by a graphoanalyst.

- If the graphoanalyst determines the signatures are not the same, the replacement check will be authorized.

Finance will:

- send an FCB-2 requesting the recipient come to the local office within five days to complete the FCB-3, and
- send the worker a copy of the FCB-2 along with a copy of the signed check.

The recipient will:

- come into the local office in order to sign the FCB-3,
- sign the "Request for Withdrawal of Fair Hearing" section of the FCB/NFL-1, and
- send the "Request for Withdrawal of Fair Hearing" section to the Division of Hearings.

The Division of Hearings will:

- cancel the scheduled hearing, and
- notify the recipient and the worker.

If the recipient does not sign and send the "Request for Withdrawal of Fair Hearing," the hearing will be held and dismissed.

Once the FCB-3 has been signed, the worker will:

- complete Section IV of the RCDE-1 and submit it to Data Entry,
- send the original FCB-3 to Finance, and

Support Services
Replacing Lost and Stolen Checks (Cashed)

6-13

- file a copy of the FCB-3 in the case record.
- Finance will, upon receipt of the FCB-3, release the replacement check and send it to the recipient with the NFL/FCB-1. A copy of the NFL/FCB-1 will be sent to the worker.
 - If an FCB-3 is not received by Finance, a Daily Caseload Report (DCR) message, "FCB-3 LATE," will appear on the report until the issue is resolved.

The worker will:

- send an NFL-9 to deny replacement if the recipient refuses to sign the FCB-3, and
- complete Section IV of the RCDE-1, submitting it to Data Entry.

If the FCB-2 is returned to the worker, the worker must follow up on the reason for nondelivery of the notice. For example, a change of address may be necessary.

If the graphoanalyst determines the signatures are the same, the appeal hearing will be held.

- All materials needed for the appeal will be forwarded to the local office.
- The Department will appoint a representative to represent the Department's position in denying a replacement check at the appeal hearing.
 - The material sent to the local office is to be available for review by the recipient and/or recipient's representative, the worker and the appointed Department representative for at least five days prior to the appeal hearing.

Support Services**Replacing Lost and Stolen Checks (Cashed)**

- If there is no copy of the signed FCB-3 in the case record, the worker must be sure that there is a blank FCB-3 in the case record for the appeal hearing.
- Refer to the *Systems User's Guide* Volume I: PACES for information about the recoupment of any over-payment if food and/or shelter vouchers were given to the recipient earlier in this process.

**Policy
References**

106 CMR: 323.400 through 323.530

Vendor Payments

EAEDC

9-1

Overview

A vendor payment is a money payment made directly to a provider of goods and services on behalf of an EAEDC recipient.

Vendor Payment Situations

A vendor payment may be provided when:

- a recipient demonstrates an inability to manage funds;
- a presumption of mismanagement exists, as defined in 106 CMR 323.610 of the *EAEDC Manual*;
- a recipient requests that vendor payments be established; or
- certain EAEDC-related benefits are authorized. (Please see 106 CMR 322 of the *EAEDC Manual*.)

Voluntary Vendor Payments

A voluntary vendor payment may be requested by a recipient at any time. The recipient must request in writing that voluntary vendor payments be established. A copy must be placed in his or her case record. The guidelines for voluntary vendor payments are found in 106 CMR 323.620 of the *EAEDC Manual*.

Vendor Payments for Mismanagement

The Department may presume mismanagement and establish mandatory vendor payments on that basis when shelter costs, including, but not limited to, rent, heat, fuel, and utilities, have not been met for one month; or when an EA payment for arrearages (rent, mortgage, fuel, or utilities) is received by, or made on behalf of, the assistance unit.

You must place a statement, indicating the specific reasons for a presumption of mismanagement, in the file.

Special Circumstances

Exceptions to a presumption of mismanagement include, but are not limited to, whether an assistance unit has experienced a family emergency and/or whether the recipient is legitimately exercising his or her consumer rights by withholding payment. Please see 106 CMR 323.610 of the *EAEDC Manual*.

Vendor Payments

EAEDC

EAEDC-Related Benefits	Vendor payments are also used to provide EAEDC-related benefits. If a payment has been made as an advance on the grant, the amount of the vendor payment must be deducted from the amount of the grant on which it was drawn. EAEDC-related benefits may be benefits such as EA, crib and/or layette, etc.
Vendor Payments for Housing	When a vendor payment is made for rental housing, the housing must meet the requirements of the city, the town Board of Health, or if in Boston, the Commissioner of Housing Inspection. If the housing does not meet these requirements, do not establish vendor payments.
Vendor-Payment Review	A vendor-payment review must occur whenever circumstances change, but at least once every six months. When there is evidence that mismanagement no longer exists, you may terminate vendor-payment status, with the approval of your supervisor. Please see 106 CMR 323.610(C) of the <i>EAEDC Manual</i> .
Notification	You must notify the recipient through the VP-NFL-1 and the vendor through the VP-NFL-2 of the establishment of vendor payments. The recipient also receives a PACES Notice when he or she establishes, changes, or terminates vendor payments.
Systems Implications	For SSPS information required for vendor payments, please see chapters four and six of the <i>Systems Manual</i>. For PACES information required for vendor payments, please see the instructions in Volume 1, Chapter IV: "The PACES Worksheet," of the <i>Systems User's Guide</i>.
Policy References	106 CMR 323.600-323.670 of the <i>EAEDC Manual</i> .

Introduction

The living arrangement of the EAEDC individual or family determines which standard of assistance is used to determine the amount of assistance the applicant or recipient is to receive. Earned and unearned income is deducted from the appropriate standard of assistance.

There are eight different living arrangements, each one resulting in a different standard of assistance.

- Living arrangement A, B or H is used when the EAEDC individual or EAEDC family is living in private or public housing and is responsible for a shelter cost.

The definitions for these living arrangements were changed as of 7/3/92.

- Living arrangement C, E, F or G is used when the individual is living in a halfway house, licensed chronic hospital, licensed nursing home, an institution, a rest home, or a detoxification or therapeutic community center.
- Living arrangement D is used when the individual or family has no established place of abode, pays no shelter costs, or is living in an emergency shelter.

See 106 CMR 321.410 in the *EAEDC Policy Manual* for a complete description of the eight living arrangements.

Review of Living Arrangement and Group Code**Review
Case Record**

The living arrangement and the appropriate group code of an active case is to be reviewed at redetermination, at case maintenance activities and when there is a change of address. The group code denotes the living arrangements, type of housing and the eligibility for the rent allowance. Refer to Volume 1, Appendix B of the *Systems User's Guide* for acceptable coding.

When the case review indicates that the grant should be:

- increased, based on living arrangement code A, B or H, the grant is to be increased retroactive to 7/3/92 or the date of the change, whichever is later;
- decreased, follow the regular advance notice procedures.

**Change the
Living
Arrangement
Code**

Complete a TD when the living arrangement code must be changed.

- Enter the correct living arrangement code (group code) in block 35 and the date of the living arrangement change in block 32.
- Keep in mind that living arrangement changes for A, B and H were effective on 7/3/92.

**Reference
Charts**

The three charts on the following pages address living arrangements A, B and H and provide examples of living arrangement situations and codes.

The charts are not *all-inclusive* of all individual or family groupings but are to be used as a tool in making further determinations.

Because of the nature of living arrangements C, D, E, F and G, there is no need for charts.

**Policy
Reference**

See 106 CMR 321.400 through 321.420 in the *EAEDC Policy Manual* for the policy on living arrangements and the applicable Standards of Assistance.

Living Arrangements

Living Arrangement A Chart

10-3

Living arrangement A applies when the EAEDC individual or EAEDC family is responsible for a shelter cost and is living alone or lives with others who do not meet the criteria of living arrangement B or H.

Reference the following chart after EAEDC categorical eligibility has been determined:

When EAEDC individual or family is living with and sharing responsibility for shelter costs with...	Conditions...	Use LA CODE...
no one else		A
one or more friends either employed or receiving EAEDC, AFDC, RRP or SSI		A
a sibling(s) who is a grantee receiving EAEDC, AFDC, or RRP		A
a sibling(s) who is employed, unemployed, or receiving SSI		A
one or both parents	EAEDC individual is 18 years of age or older	A
a girlfriend and her child on AFDC	EAEDC man is not obligated to support	A
other blood relative(s), such as a child(ren) over age 18, aunt, uncle, cousin, grand-parents		A
a half-sibling(s) who receives AFDC	no obligation between half-siblings	A
Example: grandmother receives AFDC for herself and grandchild (son's child); also, is ineligible grantee as EAEDC caretaker for grandson's half-brother (children have same mother, different fathers, neither parent is in the home and grandmother does not meet the AFDC relationship requirement to the EAEDC child).	NOTE: If grandmother were related to the grandson's half-brother, then this would be an AFDC case with no EAEDC eligibility.	
unrelated child(ren) under 18 years of age	adult caretaker does not meet AFDC relationship requirement	A

Living Arrangements **Living Arrangement B Chart**

10-4

Living arrangement B applies only when the EAEDC individual or EAEDC family is living with someone applying for or receiving AFDC or RRP and an obligation to support exists between the members.

Reference the following chart after EAEDC categorical eligibility has been determined:

When EAEDC individual or family is living with...	Obligation to Support?	Use LA CODE...
a parent and siblings on <i>AFDC</i> and the EAEDC individual is a minor child Example 1: 16-yr-old son (EAEDC student) does not meet AFDC citizenship or alienage requirements	yes, between parent and child under age 18	B
minor child(ren) on <i>AFDC</i> and the EAEDC individual is the parent Example 2: mother does not meet AFDC citizenship or alienage requirements. She is ineligible grantee for AFDC children.	yes, between parent and minor child(ren)	B
a spouse and spouse's child on <i>AFDC</i>. Example 3: husband and their two children receive EAEDC as a family. Neither parent meets AFDC work history requirements. Example 4: husband (no other children) receives EAEDC as disabled.	yes, between husband and wife; and/or between the mother and 2 children.	B
their mother and her child on <i>AFDC</i> (absence of child's father), their father and his child on <i>AFDC</i> (absence of child's mother). The children in common receive EAEDC (ineligible for AFDC due to no deprivation factor; eligible for EAEDC due to neither parent meets AFDC work history requirements). NOTE: This is a "yours, mine, and ours" case. Refer to pages 1-22 and 1-23 of the <i>EAEDC Reference Guide</i>.	yes, between both the mother and father and the EAEDC children	B

See 106 CMR 321.230 for treatment of parental or spousal income.

Living Arrangement H Chart

Living arrangement H applies only to spouses who live together. If the spouse is applying or receiving AFDC or RRP for a natural or adoptive child, the spouse meets the criteria of living arrangement B. Living arrangement H is used when the spouse is receiving AFDC or RRP and the child is *not* the natural or adoptive child of the spouse, such as grandparents, or when one or both spouses (with no children in the home) are applying for or receiving EAEDC.

Reference the following chart after EAEDC categorical eligibility has been determined:

When EAEDC individual(s) is living with and sharing responsibility for shelter costs with...	Conditions...	Use LA Code...
a spouse receiving EAEDC, SSI, or RSDI	lives with spouse	H
a spouse who is employed or unemployed	lives with spouse	H
a spouse, 1 adult daughter on AFDC, 2 adult sons on EAEDC, 3 unemployed brothers-in-law and 1 friend	lives with spouse; no obligation to support AFDC daughter	H
a spouse receiving AFDC for providing care to a child who is not natural or adoptive child	lives with spouse; AFDC based on child who is not natural or adoptive child	H
Example 1: aunt receives AFDC for herself for care of an SSI niece. Uncle receives EAEDC as disabled. Example 2: grandmother receives AFDC for herself and grandson. Grandfather receives EAEDC as elderly.		
a spouse and natural or adoptive child(ren) who is under 18 years of age who receives SSI	lives with spouse; neither parent meets the AFDC work history requirement; budget as family of 2 using code H	H
Example 3: mother and father are married and receive EAEDC as a family of 2.		
a spouse and natural or adoptive child(ren) who is 18 years of age or older	lives with spouse; budget as separate individuals using code H	H
Example 4: mother receives EAEDC as disabled; father receives EAEDC as elderly.		

See 106 CMR 321.230 for treatment of spousal income.

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**Therapeutic Community
Centers**

The following is a list of the names and addresses of the Therapeutic Community Centers, as defined in 106 CMR 321.410 Living Arrangement (F), in the State:

Program	Address
Project Cope	117 North Common St. Lynn, MA 01902
Spectrum House	155 Oak St. Westboro, MA 01581
Noddle's Island	P. O. Box 251 East Boston, MA 02128
Phoenix East	20 Newcomb St. Haverhill, MA 01830
Marathon House	5 Madison Ave. Springfield, MA 01105
Caspar New Day	242 Highland Ave. Somerville, MA 02143
Women, Inc.	244 Townsend St. Dorchester, MA 02121
Gandara House	2335 Main St. Springfield, MA 01107
First Academy	167 Centre St. Roxbury, MA 02119
Algonquin House	22 Algonquin St. Dorchester, MA 02125
First Hispanic House	80 Hamilton St. Dorchester, MA 02125
Steppingstone	522 North Main St. Fall River, MA 02720
Project Turnabout	224 Beal St. Hingham, MA 02043

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10/10/2020	20:30	20:45	21:00	21:15	21:30	21:45	22:00
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10/10/2020	237:30	237:45	238:00	238:15	238:30	238:45	239:00

The Food Stamp Household Composition Desk Guide

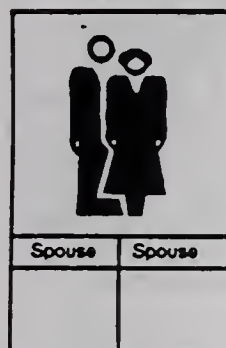
(The household concept rules that determine the composition of the food stamp household(s) are given below each example.)

I. Same Food Stamp Household

The following are examples of households in which all members **must be** in the same food stamp household together. The members:

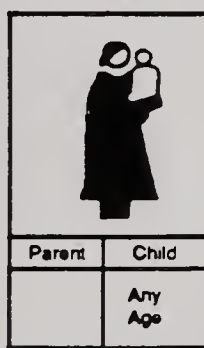
- live together; and
- purchase-and-prepare together (unless otherwise noted).

Ex. 1



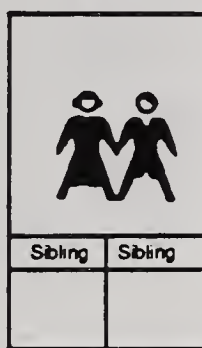
(Spouse Rule)

Ex. 2



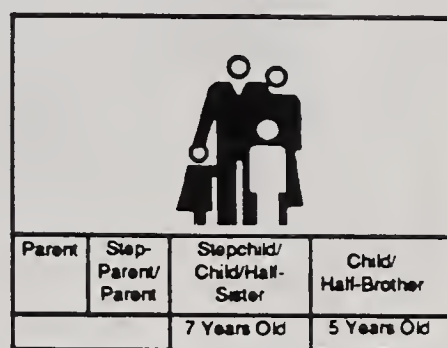
(Parent-Child Rule)

Ex. 3



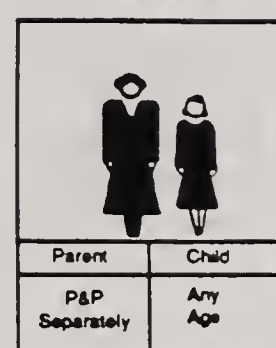
(Sibling Rule)

Ex. 4



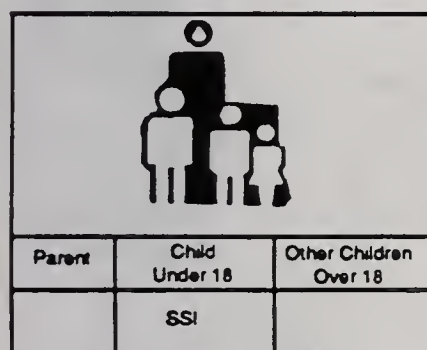
(Spouse/Parent-Child Rules)

Ex. 5



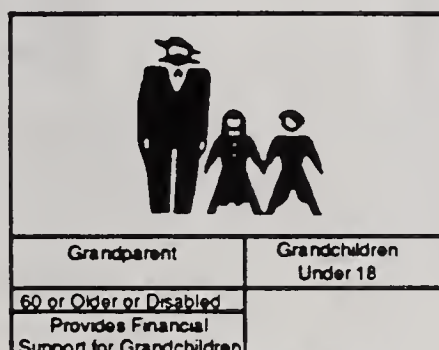
(Parent-Child Rule)

Ex. 6



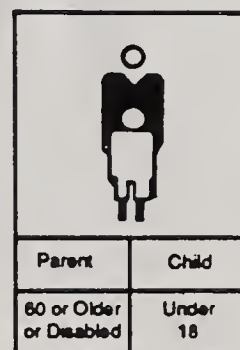
(Parent-Child/Sibling Rules)

Ex. 7



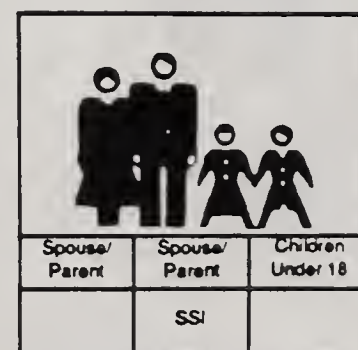
(P&P Together/Sibling Rules)

Ex. 8



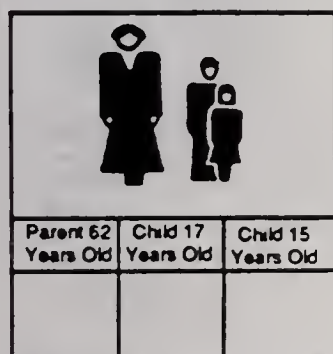
(P&P Together Rule)

Ex. 9



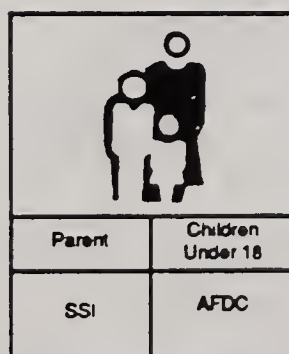
(Spouse/P&P Together/Sibling Rules)

Ex. 10



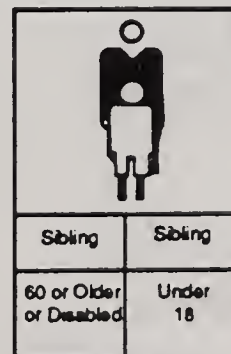
(P&P Together/Sibling Rules)

Ex. 11



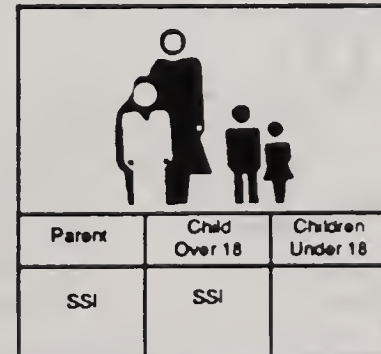
(P&P Together/Sibling Rules)

Ex. 12



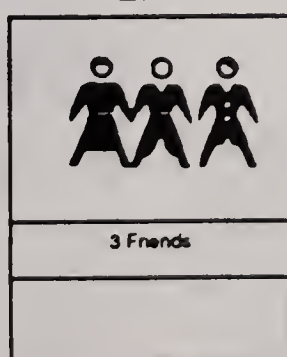
(P&P Together Rule)

Ex. 13



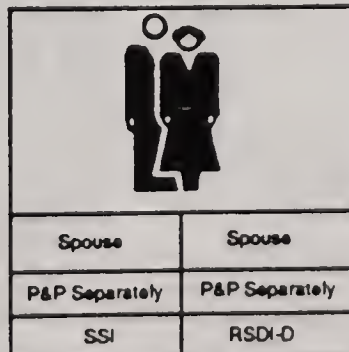
(P&P Together/Sibling Rules)

Ex. 14



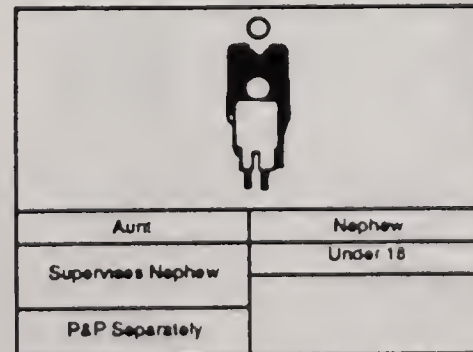
(P&P Together Rule)

Ex. 15



(Spouse Rule)

Ex. 16



(Parental Control Rule)

II. Separate Food Stamp Household

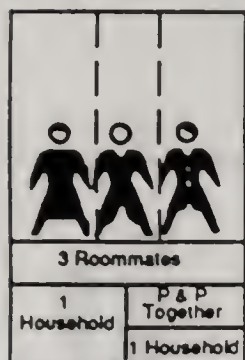
The following are examples of households in which some or all of the members **may be separate** food stamp households from the other(s).

The members:

- live together; and
- purchase **and/or** prepare **separately** (unless otherwise noted).

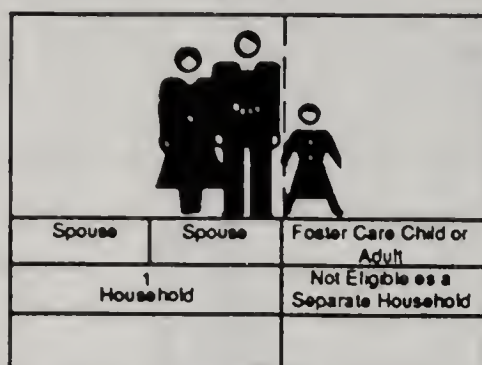
NOTE: The broken line indicates which household member(s) are separate from the other(s).

Ex. 17



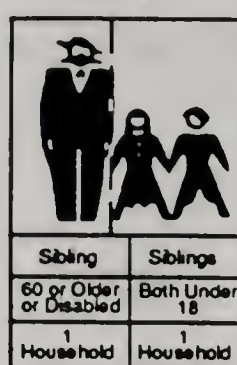
(P and/or P Separately/
P&P Together Rule)

Ex. 18



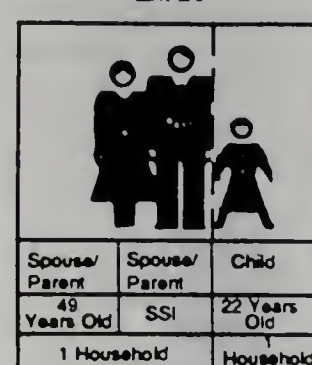
(Spouse Rule/
Parental Control-Foster Care Exclusion)

Ex. 19



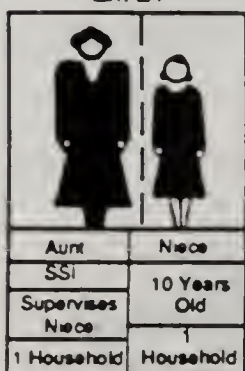
(Elderly-Disabled/
Sibling Rules)

Ex. 20



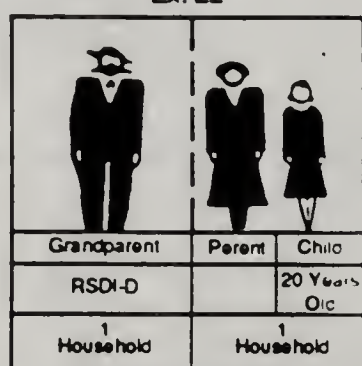
(Spouse/Elderly-Disabled Rules)

Ex. 21



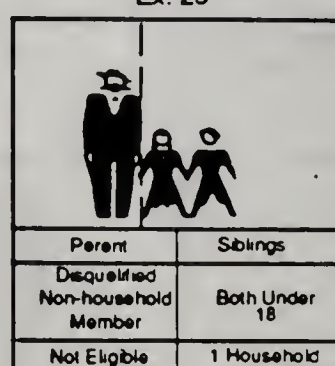
(Parental Control-Elderly-Disabled/
Exclusion)

Ex. 22



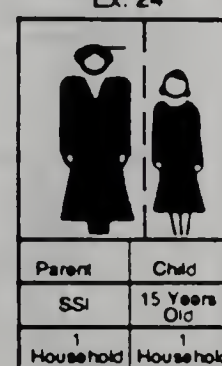
(Elderly-Disabled/
Parent-Child Rules)

Ex. 23



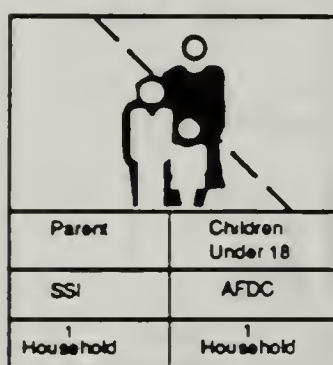
(Sibling Rules)

Ex. 24



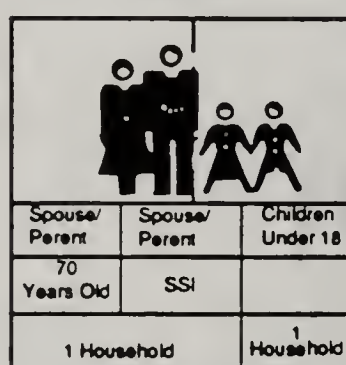
(Elderly-Disabled Rule)

Ex. 25



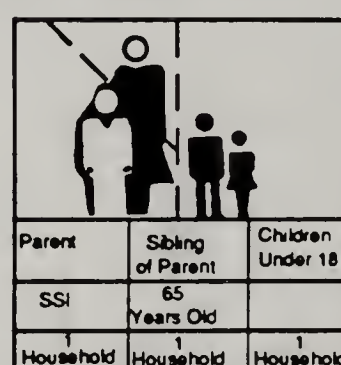
(Elderly-Disabled/
Sibling Rules)

Ex. 26



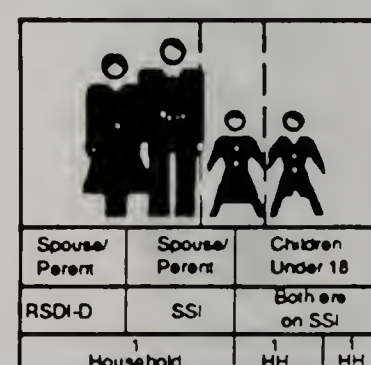
(Spouse/Elderly-Disabled/
Sibling Rules)

Ex. 27



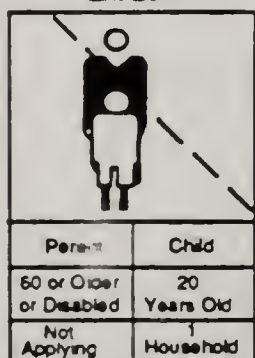
(Elderly-Disabled/
Sibling Rules)

Ex. 28



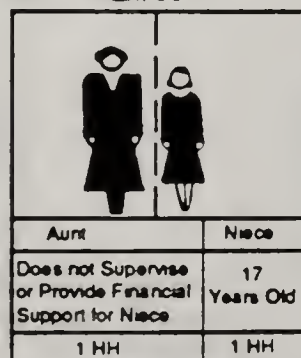
(Spouse/Elderly-Disabled Rules)

Ex. 29



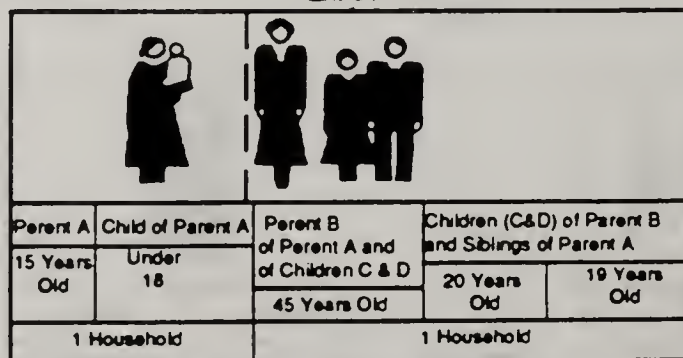
(Elderly-Disabled Rule)

Ex. 30



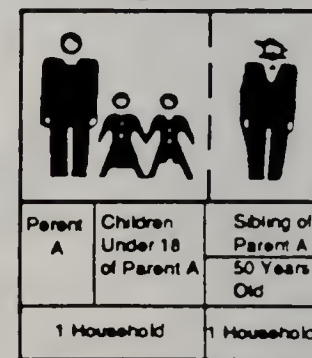
(P and/or P Separately Rule)

Ex. 31



(Parent-Child/Parent of Minor Child/Sibling Rules)

Ex.32



(Parent-Child/Parent of Minor Child Rules)

Dever Coding Chart

When the EAEDC closing situation requires a TD to be completed, complete the TD and enter the appropriate Food Stamp code in block 51 and a "Y" in block 59 for categorically eligible cases. This will ensure that the recipient, if eligible, will continue to receive the correct amount of food stamps.

Enter:	When:	PACES Generated Notice Notifies Household that:
4	- Household is determined ineligible for NPA FS based on sufficient information; or - Written statement received from the recipient requesting food-stamp case be closed.	Food stamps are closed.
6	Sufficient information is not available to determine continued eligibility. PACES will reclassify as an NPA case.	Food stamps will continue for one additional month at the PA FS benefit amount. The household must recertify within the additional month to prevent food stamps from closing.
7	Sufficient information is available to determine FS eligibility and household has been redetermined. PACES will reclassify as NPA and recalculate FS benefits.	NPA FS are established at the recalculated amount. The certification period is: - three months for cases with earnings or no income; or - six months for unearned income cases.
8	Sufficient information is available to determine FS eligibility but household has not been redetermined. PACES will reclassify as NPA and recalculate FS benefits.	NPA FS are established at the recalculated amount. The certification period is: - three months or the original certification period, whichever is shorter, for cases with earnings or no income; or - six months or the original certification period, whichever is shorter, for unearned income cases.

Note: See Appendix C in Volume 1, PACES in the *Systems User's Guide* for the Dever impact of certain action reasons.

